

As you plan to reopen your business, we have compiled a checklist of items you may wish to consider

General

- A separate COVID-19 risk assessment is a legal requirement for every business. HSE provide guidance and a template at <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
- A COVID-19 Secure notice should be displayed within your business.

NOTTINGHAM BID

REOPENING CHECKLIST



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Cleaning and equipment

- Adequate levels of cleaning equipment are available and a regular cleaning schedule set up, with a particular focus on touch points and commonly used areas.
- Adequate levels of PPE are available to enable staff to return to work safely. PPE required will depend on the persons role and duties, for example customer facing staff may require more protection. Requirements for usage, guidance on how to use and disposal facilities should all be in place.
- An enhanced cleaning regime to cover touch points.
- Heating and ventilation systems checked to be working.
- Water outlets flushed to prevent water stagnation and legionella if they have not been used frequently.

Staff safety

- Identify which members of staff can work from home where possible.
- Clear guidelines issued to staff about staying at home if they are experiencing any COVID-19 symptoms. Ensure HR guidelines on sickness and reporting are up to date and accessible for employees.
- Identify any employees that are clinically vulnerable, at an increased risk or living with those that are, and discuss with them any special procedures that may need to be put in place.
- Establish clear guidance on small spaces such as lifts and toilets.
- There are sufficient hand washing and / or hand sanitising facilities along with best practice hand washing guidance.
- Work areas have been arranged to allow for social distancing, and consider side to side or back to back working.
- When planning rotas, create shift teams with the same groups working together consistently.
- Consider open hours, shift start and finish times and break times and staggering them to reduce worker contact.
- Processes in place for deliveries to be received or delivered with minimum contact.
- Staff have been provided with information on all new policies before returning to work and given the opportunity to raise any questions or concerns.

Signage

- Clear signage installed throughout both staff and customer facing areas to encourage social distancing.
- Consider one way routes around the premises and use floor vinyls or signs to make these clear. Also consider entry and exit points for customers.
- Consider plexiglass dividers at points where staff interact with customers.
- Capacity needs to be considered to ensure social distancing, and measures should be put in place to keep to these limits.
- Queues may be required outside of the store, consider how these can be identified and managed.
- Consider what types of payments will be accepted and signage to recommend contactless payments to reduce contact with cash.
- Reduce the use of touchscreens and keypads where possible.
- Please note Nottingham BID has packs with signage and floor stickers available, [get yours here](#).

Welfare facilities, meeting areas and staff rooms

- Restrict the number of people using toilet facilities to maintain social distancing. Consider adding locks to the main door on small toilet areas, to prevent a queue inside.
- Ensure a regular cleaning schedule is in place for toilets.

Other

- Keep your customers informed of your new policies and ensure they are kept up to date with emerging government guidance. These can be distributed through your website, email, social channels and communicated at your premises.
- Inform them of the new signage in store and any queuing systems you have in place. Such as floor stickers, one-way systems, cleaning stations, posters and payment methods.
- Read '[Fire safety measures to consider when re-opening a shop or business premises for the first time after COVID-19](#)' leaflet from Nottinghamshire Fire & Rescue Service.

