Additional Return to Work Checklist – Offices

Government guidance is available at: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres

Nº	Subject	Yes	No	N/A	Comments
2	**Social Distancing between staff** Government Guidance states - It will not always be possible to keep a distance of 2m. In these circumstances both employers and employees must do everything they reasonably can to reduce risk. Have you considered or could you consider?				
2.1	Only allowing essential workers to be on site — Government advice is that office staff should still work from home as far as possible? Ensure you are providing equipment for employees to work from home safely and effectively — for example, laptops with monitors and separate keyboards. Employees in roles critical for business can go into work. Employees who cannot work from home due to home circumstances can go into work.				
2.2	Planning for the minimum number of people needed on site to operate safely?				
2.3	Staggering arrival/departure times to reduce crowding in and out of the workplace?				
2.4	Providing additional parking or bike racks to ensure staff do not park too closely together? If this is not possible ensure the use of alternate spaces only and remark parking spaces accordingly to maintain social distancing.				

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2.5	Reducing congestion, for example by having more entry points to the workplace - one for entering the building and one for exiting if possible?				
2.6	Discouraging nonessential trips within buildings and sites?				
2.7	Reducing job and location rotation, for example, assigning employees to specific floors, areas or offices?				
2.8	Introducing more one-way flow routes through buildings?				
2.9	Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs?				
2.10	Regulating use of corridors, lifts, and staircases – by introducing on-way systems for example? Consider additional signage to highlight need for social distancing and/or spot checks to help avoid workers lingering to talk to someone else.				
2.11	Review layouts, line setups, or processes to let employees work further apart				
2.12	Using floor tape or paint to mark areas to help staff maintain 2 metres? Ensure no additional slips / trips hazards are introduced.				
2.13	Arranging for employees to work side-by-side or facing away from each other? Where possible / available arrange for households / cohorts to work in teams to limit numbers of people contacting each other. Can you use a fixed pairing system if people have to work in closer proximity than is ideal?				
2.14	Using screens to create a physical barrier between people where appropriate?				
2.15	Staggering break times to reduce pressure on the break rooms or setting aside outside areas for breaks? Can you				

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	reconfigure seating and tables to maintain spacing and reduce face-to-face interactions? Can you provide additional facilities?				
2.16	Providing packaged meals or similar to avoid opening staff canteens?				
2.17	Limiting or restricting the number of people in canteens / tea stations / meeting rooms / reception areas / stock rooms etc?				
2.18	Avoiding use of hot desks and spaces? Where possible can staff use their own equipment / desks without sharing? If required, then to implement sanitation at the start and end of shift.				
2.19	Limiting use of high-touch items and shared office equipment such as printers, faxes or photocopiers? Where required you must implement sanitation between use?				
2.20	Using remote working tools to avoid in-person meetings? Examples using mobiles, radios or Apps such as Microsoft teams, zoom or similar.				
2.21	Can you maximise use of electronic paperwork and communications?				
2.22	Avoiding transmission during meetings such as keeping 2 meters apart, not having shared drink stations, avoiding sharing pens? Provide 70% alcohol sinister inside the meeting room.				
2.23	Ensuring only necessary participants attend meetings, with others attending remotely?				
2.24	Holding meetings in well-ventilated rooms? Keeping windows open after the meeting has finished.				
2.25	Using floor signage to help people maintain social distancing for areas where regular meetings take place? Ensuring no additional slip / trip hazards are introduced.				

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2.26	Reviewed your schedules for contractor visits/essential services to avoid overlapping? Considered arranging for contractor services to be carried out at night?				
2.27	Supporting those workers who decide to wear face coverings? You could provide information to your employees regarding how to use these safely.				
3	**Social distancing between visitors and staff.** Have you considered or could you consider?				
3.1	Discouraging visitors to the premises – put up notices if necessary. If essential e.g. deliveries, ensure they remain at least 2m away and ask for deliveries to be left at a distance in a secure, agreed place.				
3.2	Providing site guidance on social distancing and hygiene to visitors on or before their arrival on site? This could be emailed, or there could be a sign displayed at the entrance to premises.				
3.3	Limiting the number of visitors on site at any one time? Can you maintain a record of all visitors and make sure they complete a health declaration?				
3.4	Using protective screening for staff in receptions or similar areas?				
3.5	Using floor tape or paint to mark areas to help staff and visitors maintain 2 metres?				
3.6	Regulating the use of corridors, lifts, and staircases by visitors to site?				
3.7	Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs?				

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4	**Hygiene** Have you considered or could you consider?				
4.1	Providing handwashing or hand sanitation at entry and exit points?				
4.2	Extra hand sanitiser points in meeting rooms and communal areas such as kitchens?				
4.3	Alternatives to touch-based security devices such as keypads?				
4.4	Looking at lighting linked to sensors to reduce the need to use light switches (or leave lights on)?				
4.5	Can you avoid the use of door handles by either keeping non fire doors open during hours of occupation, use Dorguards or similar to keep fire doors open or use foot operated handles? How are you going to ensure all doors are closed when the building is unoccupied?				
4.4	Providing hand sanitiser for employees to use boarding vehicles or handling deliveries?				
4.5	Providing hand sanitiser for visitors?				
4.6	Can you maximise use of electronic paperwork and communications?				
4.7	Opening windows and doors more frequently to encourage ventilation where possible?				
5	**Cleaning** Have you considered or could you consider? In line with Government Guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings				
5.1	Servicing and adjusting ventilation systems to ensure appropriate levels of ventilation throughout the workplace?				

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5.2	Frequent cleaning of work areas and equipment? Pay particular attention to any shared equipment such as phones, printers, copiers. Can you provide cleaning materials so staff can clean their own workstations?				
5.3	Frequent cleaning and disinfecting of objects and surfaces especially frequently or heavily used areas /multiple users' areas? (i.e. door handles, bathroom fixtures and fittings, hand rails, light switches, touch screens or interfaces etc).				
5.4	Clearing workspaces and removing waste at the end of the working day? Providing additional bins for tissues and waste?				
5.5	What additional personal protective equipment your cleaning staff may require?				
5.6	Have you reviewed your cleaning regime and documented frequently touched areas?				
5.7	Procedures for cleaning of suspected contaminated areas from a suspected case of COVID19, visual evidence of bodily fluids?				