

## Checklist for Managing Coronavirus at Work

### Assess the Risk & Refer to Your Business Contingency Plan

- Start by assessing the risk of exposure in your business including any overseas workplaces.
- Follow your business contingency plan/pandemic contingency plan and refer to this if key workforce members are absent.
- As the government have advised against all non-essential travel ensure that you are informed of all employees' overseas travel to manage their return to work or advise on homeworking if they need to self-isolate.

### Notify Staff of Health & Safety Requirements

- Clearly communicate and explain to all employees the importance of maintaining good hygiene and regular hand washing, keeping hands away from their faces to help prevent the contamination and spread of coronavirus.
- Ensure your business has sufficient supplies of soap available for employees to maintain good hygiene and consider providing your workforce with tissues and hand sanitiser.
- Request your cleaners provide frequent deep cleans of the workplace.
- Staff to follow hygienic coughing and sneezing, keeping their distance from others when coughing or sneezing into tissues, disposing of used tissues in covered bins.
- Keep a social distance by staying at least a metre away from others, avoid gatherings and meetings, use phone, email or video conferencing instead.

### Provide Waste Disposal Facilities

- Provide covered bins for used tissues etc. and set up a system for disposing of bin contents and disinfecting bins.

### Monitor Workplace Health

- Ensure that all managers are aware of the coronavirus symptoms to spot the signs and act quickly.
- Set up a system for monitoring the health of staff members and visitors.
- Set up a system for staff to report suspected cases of infection.
- Ensure staff know how to use these systems.
- To deal with employees' general concerns about the virus, remind them of any employee assistance programme available to them.

### Organise Workflow to Reduce Risk of Infection

- Where possible ask staff to work from home (following homeworking policy guidance if available) instead of coming into the workplace.
- Consider introducing shifts. Have one shift leave the workplace before the next arrives.
- Thoroughly ventilate the workplace between shifts.
- Stagger start, finish and break times so fewer people are together at once.
- Deal with clients and suppliers by phone, email, messaging or video conferencing e.g. Google Hangouts / Skype / Zoom etc.

## **Organise Workflow to Reduce Risk of Infection (continued)**

- Cancel or postpone non-essential meetings, training sessions and other gatherings.
- If face-to-face meetings are necessary, provide large rooms so people can be at least a metre away from each other.

## **What to do if there is a suspected infection?**

- A person with suspected infection should be told to leave work immediately and to contact a health professional.
- Identify the people that person has been in contact with, tell them they have been in contact with suspected infection, and ask them to go home immediately and stay home until advised otherwise.
- Thoroughly clean and disinfect the person's work area.

## **Annual Leave, Closing the Workplace, Lay-off & SSP**

- Communicate the annual leave cancellation procedures to all employees.
- Decide how you will pay employees during self-isolation e.g. will it be no pay, sick pay or full pay?
- If you need to close the business temporarily, find out if you have a lay off with reduced pay clause in place or ask staff to reduce their contracted hours.
- If closing the workplace it is important to talk to staff as soon as possible and throughout the closure.

## **Help & Advice**

For further help and guidance please refer to our website

[https://www.hr4uk.com/news/118/latest\\_coronavirus\\_guide\\_for\\_employers](https://www.hr4uk.com/news/118/latest_coronavirus_guide_for_employers)

or contact our advice team on **01455 444 222** or email [info@hr4uk.com](mailto:info@hr4uk.com)