

Suresite Group



Return to work
Checklist - COVID-19

Checklist



We are here to support you and provide guidance to protect you and your customers in the changing environment. We understand your employees and customers health and wellbeing is paramount and Suresite are here to support you through this journey.

Our team of experts have created this guide to social distancing, protective equipment (PPE), health and safety and hygiene practices, to allow you to manage your business effectively going forward

Working Example of how to complete the checklist:

| Area | Actions for consideration | Your adopted actions | Low / Med / High residual risk | Further actions required |
|--|---|---|--------------------------------|---------------------------------------|
| Moving around buildings and workspaces | One way system in place throughout building. Regulate high traffic areas including corridors to maintain social distancing. | Hallways marked out for one way use. Signage on floor and walls. Notices on doors leading into hallways with maximum numbers allowed through and social distancing maintained via posters on walls showing 2m distance. | Low | Monitor effectiveness over first week |

| Explanation of risk | |
|---------------------|--|
| Low | Be vigilant |
| Medium | Further mitigation to be considered |
| High | Urgent action required to allow the business to operate safely |

| Area | Actions for consideration | Your adopted actions | Responsible | Deadline | Low / Med / High residual risk | Further notes and Appendix |
|---|---|----------------------|-------------|----------|--------------------------------|----------------------------|
| Working from home | Working from home should be first consideration. Only those who cannot work remotely to be allowed into the office. | | | | | |
| | Monitor wellbeing of home workers. Use of video conferencing/calls. | | | | | |
| | Ensure home workers have undertaken DSE assessment, check on their welfare, mental & physical health and personal security. | | | | | |
| | Ensure home workers have equipment needed to work safely such as remote access to systems. | | | | | |
| | Clinically extremely vulnerable people are strongly advised to work from home. | | | | | |
| | Clinically vulnerable (but not extremely clinically vulnerable) should be offered safest on-site roles - more than 2m away from others. Assess specific characteristics of the case and assess the level of risk. | | | | | |
| | Enable those who are self-isolating to work from home where appropriate. Check current guidance if someone has symptoms or lives with someone who has symptoms. | | | | | |
| Travel to and from work | Stagger start & finish times to reduce crowding. | | | | | |
| | Avoid public transport where possible - use remote working options where possible, follow current govt guidelines on use of face masks. Regular hand washing. | | | | | |
| | Provide additional parking/bike racks/change areas if running & walking to work. | | | | | |
| | Provide hand wash/hand sanitiser at entry and exit points and consider removal of touch based security devices such as key pads. | | | | | |
| | Consider new procedures for entry/exits where appropriate to remove turnstiles, and replace with showing passes to security personnel from a distance. | | | | | |
| Moving around buildings and workspaces | Reduce non-essential trips around building by restricting access to some areas, encouraging use of radios and phones, with regular cleaning of them between use. | | | | | |

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| | One way system in place throughout building. Regulate high traffic areas including corridors to maintain social distancing. | | | | | |
| | Reduce maximum occupancy for lifts, provide hand sanitiser when using lifts. Encourage use of stairs. Make disabled workers a priority for lift use. | | | | | |
| Workplaces & workstations | 2m mark around working areas/change of layout to allow people to work apart from each other. | | | | | |
| | Use floor tape or mark areas to maintain 2m distance. | | | | | |
| | Manage occupancy levels to enable social distancing. | | | | | |
| | Hot desking to be avoided. When absolutely necessary, a full clean of the equipment between different occupants to be undertaken. | | | | | |
| Working patterns and work groups | As far as possible, where staff are split into teams or shifts, fix these groups so that where contact is unavoidable, it happens within the same group. | | | | | |
| | Identify areas where people pass things to each other (such as office supplies) and find ways to remove contact, such as drop off or transfer zones. | | | | | |
| Meetings | Meetings to be conducted via web/phone. Where absolutely necessary to have physical meetings follow steps below. | | | | | |
| | All rooms to be marked with maximum capacity (persons). | | | | | |
| | Only key attendees to attend and keep 2m apart throughout. Consider floor signage to maintain social distancing. | | | | | |
| | No sharing pens & other objects. Provide sanitiser. | | | | | |
| | Hold meetings outdoor or in well ventilated rooms where possible. | | | | | |
| Common areas | Work collaboratively with landlords and other tenants within building to ensure consistency across common areas such as reception/staircases. | | | | | |
| | Stagger break times to reduce pressure on welfare facilities. | | | | | |
| | Use safe outdoor areas for breaks. | | | | | |

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| | Create additional space by using areas freed up by remote working. | | | | | |
| | Install screens to protect staff in reception or similar areas. | | | | | |
| | Provide packaged meals/encourage staff to bring own food to avoid fully opening canteens. | | | | | |
| | Reconfigure seating and tables to maintain spacing and reduce face to face interaction. | | | | | |
| | Encourage staff to maintain social distance when off site. | | | | | |
| | Encourage storage of personal items and clothing in personal storage spaces during shifts. | | | | | |
| Emergency | Do emergency plans require staff to come into close contact? PPE by spill kits/ re-think muster areas. Disabled staff on ground floors only if use of evac chair was a factor in evacuation plans. | | | | | |
| | First aiders - enhanced PPE/training. | | | | | |
| Visitors, customers and contractors | Encourage visit via remote connections. | | | | | |
| | Signage in reception with Covid-19 symptoms and request to leave if displaying any of these. As technology improves possible temperature checks upon entering office/reception. | | | | | |
| | Site visitors to be given guidance on social distancing and hygiene before arrival. | | | | | |
| | Limit visitors to specific times and restrict access to required visitors only. | | | | | |
| | Consider out of hours visits for essential services/maintenance/contractors. | | | | | |
| | Maintain a record of all visitors where practical. | | | | | |
| | No sharing pens. | | | | | |

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| | Visitor passes - consider disposable ones or method of sanitising passes and lanyards. | | | | | |
| | Collaborate and co-ordinate with landlords and other tenants in multi-tenant sites. | | | | | |
| Handling goods, merchandise, material and on site vehicles | Implement cleaning procedures for goods and merchandise entering site. | | | | | |
| | No personal deliveries to work (Amazon parcels etc.). | | | | | |
| Overnight travel | if workers need to travel and stay away from home, ensure fixed groups of people to avoid unnecessary contact. Ensure overnight accommodation meets social distance guidelines. | | | | | |
| Cleaning | Consider deep clean of areas before opening them up for workers. | | | | | |
| | Ensure sufficient supplies of hand sanitiser available. | | | | | |
| | Check whether you need to service or adjust ventilation systems so that they do not automatically reduce ventilation levels due to lower occupancy. | | | | | |
| | Open windows and doors where possible to aid ventilation. | | | | | |
| | Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. | | | | | |
| | Clear workspaces and remove all waste and belongings at end of each shift. | | | | | |
| | Limit/restrict use of high touch items such as printers/photocopiers. | | | | | |
| | After a Covid-19 suspected or confirmed case follow government guidance on cleaning. | | | | | |
| PPE | If required to use PPE, continue to do so, keeping it clean. | | | | | |

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| Hygiene | Only 1 person to be in toilet facilities at a time, increase cleaning of toilet areas. | | | | | |
| | Increased waste facilities, more collection of waste. Waste bin with foot pedal and lid to be sourced and put in place to replace open bin. | | | | | |
| | Waiting area outside of toilet to have markings on floor to encourage social distance. | | | | | |
| | Good stocks of soap, disposable hand towels and antibac hand gel upon leaving facility. | | | | | |
| | Use of posters for handwashing technique, need to increase handwashing, avoid touching face, cough or sneeze into tissue which is binned safely or into your arm if no tissues available. | | | | | |
| | Increase cleaning of facility regularly during the day and at end of every day. | | | | | |
| Communication & training | Provide clear, consistent and regular communication to improve understanding and consistency in ways of working. | | | | | |
| | Develop communication tools and training materials for workers prior to returning to site, especially around new procedures for arrival at work. | | | | | |
| | Focus on mental health strategies. During times of uncertainty these issues become even more relevant. | | | | | |
| | Consider staff who do not speak English as a first language. Use simple, plain messaging. | | | | | |
| | Use visual aids such as whiteboards or signage to communicate changes to schedules, material shortages etc., to reduce the needs for face to face interaction. | | | | | |
| | Communicate with suppliers, customers and trade bodies to aid adoption and share experience. | | | | | |

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All Employees to confirm

1 All Foreign travel is now banned, Employee to confirm if you have travelled abroad including the UK within the last 14 days?

NO / YES

2 Within the last 14 days, has a member of your household travelled abroad including the UK within the last 14 days?

NO /YES

3 Within the last 14 days, have you had contact with someone who has been diagnosed with COVID-19, or who is or has been in quarantine or isolation due to potential exposure to COVID-19?

NO / YES

4 Do you currently or have you had within the last 14 days, any of the following symptoms? Fever, cough, trouble breathing or shortness of breath

NO/ YES

Please note this is a constantly evolving situation, we reserve the right modify and update. If YES to ANY of the above Questions.

Do NOT go to any customer site or office. Contact 0044 01772 790901