

Checklist

Preparing to Move Out of Lockdown

Introduction

This checklist is designed to help charities and voluntary organisations plan their move out of lockdown. Such a move can only happen if they take practical safety measures to remove or reduce the risk of spreading COVID-19. Please use this checklist alongside the most recent information and guidance from relevant governments of the UK nations.

Do you really need to move out of lockdown?

The default position for protecting people from COVID-19 is to work from home. If you can answer yes to any of the three questions here, then perhaps your re-opening can be delayed.

- Can you continue delivering services while your team is working from home?
- Currently, are you able to reach all your service users and provide them with a service?
- Can you continue to deliver services without re-opening your normal workplace?

Other considerations

- Will you be able to access the funding that you need to return to your workplace?
- Can you address any concerns raised with you by your landlord (if applicable), and your insurance company?
- Do you have access to advice and/or a competent person to advise on the health and safety aspects of your return to the workplace?
- Have you checked that your workplace is in good shape for people to return (e.g. services connected, no damage or theft etc.)?

Consulting stakeholders

- Have you sought the views of your service users about project delivery and any possible reopening (and are you in regular dialogue with them about your proposals)?
- Have you sought the views of your team (staff and/or volunteers), including any on furlough, about reopening; and are you consulting them about this on an ongoing basis?

- Have you consulted with your regular contractors about reopening, such as cleaners or IT consultants?
- Have you consulted with any organisations that share common areas (or who are your tenants) in the same building as you?

Risk assessment

- Have you undertaken a full risk assessment of your workplace(s) and activities, looking at who might be affected and how?
- Have you taken account of the need for physical distancing, increased cleaning and strict personal hygiene?
- Have you evaluated the risk and decided upon the necessary precautions to prevent or reduce infection from COVID-19?
- Has your COVID-19 risk assessment been based on actual working practices and behaviours (including any activities that are not office based)?
- Have you recorded your findings and shared them with your team (and others where required to do so)?

Workplace layout

- Have you removed from the workplace, clutter on surfaces and the floor?
- Have you re-arranged furniture, cabinets and equipments to help keep staff at least 2 metres apart? (A floor plan or sketch can help with this).
- Have you identified heavy-use areas and introduced floor markings and one-way systems?
- Have you, where appropriate, installed perspex screens?
- Have you made use of any outdoor space or unused office space to help facilitate physical distancing?
- To help maintain physical distancing, have you set maximum numbers on people entering specific areas such as reception, a back office, kitchen, rest area or lift?
- Can you improve ventilation so that outside air replaces re-circulating indoor air?
- Can toilet or wash facilities be re-organised to facilitate physical distancing and surface cleaning after use?

Cleaning

- Have you made liquid soap and paper towels available at all sinks; and introduced alcohol-based hand sanitiser where water is not available?

- Have you reviewed and improved your formal cleaning schedule and set up a deep cleaning regime in high use areas?
- Can you ensure there will be regular and effective cleaning with disinfectant of frequently touched surfaces (e.g. door handles) and equipment?

Workplace activities

- Have you prioritised tasks so that less essential work is undertaken less often, is shelved or even cancelled?
- Can you operate with some people working from home in order to facilitate physical distancing?
- Can you phase your return from lockdown, bringing some team members back at later dates?
- Have you plans to stagger start, finish and break times, to reduce the number of people present at any one time?
- Have you considered safety arrangements for those members of your team who undertake outreach work or other non-office work?

Your team

- Are your team ready to return from lockdown?
- Can your team travel to the workplace without difficulty and/or putting themselves at increased risk?
- Will you ensure the pay and rights are protected of those who are unable to return because they are shielding or self-isolating?
- Will you ensure that the pay and rights are protected of those who are unable to return because their normal childcare or caring support is not currently available?
- Have you addressed all the concerns that your team may have about moving out of lockdown?
- Do your team know what to do if they show any symptoms of COVID-19?

Service users, contractors and other visitors

- Have you briefed all contractors (cleaners, consultants etc.) on your safety measures and their responsibilities?
- Have you a short safety briefing you can provide to all visitors who enter the premises (written or verbal)?

- Have you set up a procedure for receiving mail and deliveries; and avoiding infection from the surfaces of any goods received?
- Can you record the contact details of all visitors in case there is ever a need for contact tracing?

Signs and information

- Have you clear signs at the entrances and elsewhere to remind everyone about physical distancing and good personal hygiene?
- Where appropriate, are you able to inform those for whom English is not their first language, or those who might have a sensory impairment?

Other matters

- Do you have a procedure for handling and reporting suspected cases of COVID-19?
- Have you updated your privacy notice to explain that you will be taking contact details of visitors for possible contact tracing?
- If your organisation often handles cash, have you considered moving to cashless methods for payments or donations?
- Are you confident that your COVID-19 arrangements do not undermine any of your other safety measures, or any other legal obligations?
- Have you notified HMRC of any staff who staff returning from furlough?
- Do you know where to go for official advice and guidance on all matters related to COVID-19?

Adapting to the new arrangements

- Will you be able to monitor your safety arrangements, review their effectiveness, learn and make changes as appropriate?
- Can you share your experience and your good practice with other organisations?

