

Top tips for reopening

- Improve ventilation by opening windows to improve airflow
- If your staff can work from home, encourage them to do this as much as possible
- Keep social distancing: reduce face-to-face meetings, make sure you discourage people from crowded, rearrange your workplace to ensure proper social distancing, and keep reinforcing the 2 metre rule
- Make sure you have an enhanced cleaning regime. Have a clear and regular schedule and use the appropriate cleaning products. If staff are asked to clean down equipment etc. check this is happening.
- Ensure people displaying **any** of the classic Covid-19 symptoms – loss of taste and smell, new continuous cough, high temperature—isolate and book a test as soon as possible
- Encourage staff to use public transport and avoid car sharing wherever they can
- If staff share accommodation at home, consider asking them to work in a household bubble when in the workplace
- Highlight to staff the importance of following guidance around communal areas at work, including not making each other drinks, cleaning shared equipment, distancing during cigarette breaks, etc.
- You can also encourage staff to follow the guidance outside of work around socialising
- Take part in regular workplace lateral flow testing if it is offered, and encourage staff with school-age children to use our free [Test & Collect service](#)
- Encourage all staff to take up the offer of a vaccination when they are eligible

If you have any concerns or doubts, call us for advice on 01785 619000