



Business Security and Management Checklist during and after COVID-19 outbreak

Take 15 minutes to help prepare your business

To help in this process, we have developed a checklist that we hope will help our businesses in Warwickshire during this time. The 15-minute plan is designed to help small to medium-sized businesses prepare for, respond to and recover from Covid-19 outbreak. If not applicable to your business, please leave blank. This checklist provides general information and is meant as guidance checklist for further development. Questions are in no order of importance. Reference should be made to the relevant legislation found on www.gov.co.uk as part of this process. Consider the following impacts on your business.

| Crisis/ Outbreak Preparedness | Yes | No |
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| Is the access to site and premises prevented? | | |
| Are the critical goods/equipment/cash removed from premises during lockdown to prevent theft, damage or loss? | | |
| Do you have a crisis/ pandemic response plan/ procedures/ resources required to protect the health and safety of your employees, visitors during a crisis / pandemic? | | |
| Do you have a crisis/ pandemic team and do they know about their responsibilities? | | |
| Have you conducted an assessment of the impact of a crisis/ pandemic on your stakeholders? (e.g. procedures including employees, partners, suppliers) | | |
| Have you identified the <u>critical services, positions, equipment, essential employees and skills</u> required to keep your business running during a crisis/ pandemic? And have you considered ways of communication with them? | | |
| Are you able to communicate to internal and external stakeholders during a crisis/ pandemic? | | |
| Do your employment policies and contracts account for the circumstances of a crisis / pandemic? | | |
| Are your employment policies and contracts compliant with the requisite labour regulations? | | |
| Are you able to provide a safe work environment for your employees, customers, suppliers and all stakeholders? | | |
| Do you have a policy in place for remote working? | | |
| Do you have a policy for the provision of healthcare services to employees during a crisis / pandemic (i.e. mental health counseling for grief, quarantine, isolation, etc.)? | | |
| Crisis/ Outbreak Management and Response | Yes | No |
| Do you have access to and are you following up-to-date crisis / pandemic guidelines from global and local health authorities? | | |
| Are you communicating regularly with employees about your pandemic response activities and their role in them? | | |
| Are you actively promoting recommended workplace cleanliness and hygiene measures? | | |
| Have you educated your employees about COVID-19 (e.g. signs & symptoms, modes of transmission, the importance of hand washing and physical distancing, personal and family protection, personal hygiene, etc.) during and after the lockdown? | | |
| Are employees who are symptomatic required to stay home for 2 weeks (post symptom)? | | |
| Are employees who have travelled recently (domestically or internationally) asked to stay home for 2 weeks? | | |
| Have employees that have had close contact with a confirmed or probable COVID-19 case required to stay home for 2 weeks? | | |
| Have you communicated the importance of physical distancing to employees? | | |
| Can employees work while observing a physical distance of at least 2 meters from other employees? | | |

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| Can employees work while observing a physical distance of at least 2 meters from visitors, customers, clients, patients, etc.? | | |
| Have you communicated the importance of proper and regular hand washing to employees? | | |
| Are employees working remotely / from home where possible? | | |
| Has proper and sufficient PPE been provided to employees that remain in the workplace? | | |
| Have the special needs of employees during a pandemic been accommodated? | | |
| Are you following the recommendations to prevent the spread of COVID-19 to/from visitors to your workplace? | | |
| Have you informed your employees what to do if a visitor to your workplace shows symptoms of COVID-19? | | |
| Have you informed your employees what to do if a visitor to your workplace has had potential exposure to COVID-19? | | |
| Are you providing take out, delivery or drive through services where possible to reduce in-person contact? | | |
| Are you using video conferencing with clients, customers, visitors where possible? | | |
| Are you communicating sufficiently with visitors about your crisis/ outbreak response activities and their role in reducing the spread of infection? | | |
| Are visitors who are symptomatic made aware of how to minimize the spread of infection while in your workplace (good hygiene placards, posters, etc.)? | | |
| Do you have sufficient hygiene products on hand to reduce the spread of infection (i.e. hand sanitizer, disinfectant wipes, disinfectant soap, paper towels, tissues - and receptacles for their disposal)? | | |
| Are hygiene products sufficient for employees and visitors? | | |
| Are you cleaning high touch surfaces (door handles, pin pads, toilets, etc.) between each visitor? | | |
| Are you thoroughly and regularly cleaning your workplace and/or premises? | | |
| Are you able to notify the authorities and health care professionals when a suspected infection has occurred? | | |
| Re-opening Checklist | Yes | No |
| Have all local, regional, and national shut down/lock down orders or ordinances been lifted for your business? | | |
| Have you discussed re-opening with your insurance provider to ensure that any new or potential 'post-COVID' liabilities are covered by your existing (or updated) policy? | | |
| Have you included your business leaders and managers in initial re-opening planning? | | |
| Have you considered providing, and are you able to provide, your products / services online? | | |
| Have you considered providing 'low-touch' customer service options such as delivery, pick-up or a drive-through window? | | |
| Have you implemented infection control measures (consider engineering controls, administrative controls, safe work practices, and PPE) where there is the potential for COVID-19 infection? | | |
| Have you considered the safety of all employees, customers, clients, suppliers, and all stakeholders associated with your workplace or premises in the development of your re-opening plan? | | |
| Have you considered requiring employees, workers, and staff returning to work to complete health assessments or get tested for COVID-19 and if so, are those assessments and tests available? | | |
| Have you considered how your employees may feel about re-opening? Returning to work will be an anxious time for most, especially if your workplace is public facing with a regular flow of customers, clients and others who pose a potential future risk of exposure? | | |
| Have you communicated your re-opening plan to your employees, workers and staff are they able to communicate to you about the plan and is there a mechanism to incorporate their feedback in the plan where necessary? | | |
| Have you considered, and can you manage, potential staffing shortfalls if your employees to return to work gradually? | | |
| Is your re-opening plan empathetic to any new needs and concerns your employees may have? Remember, some employees may be young, healthy, and raring to get back to it while others may be concerned about compromising an elderly relative at home or their own health if they are immuno-compromised. | | |

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| Have you considered how the shut down has affected your suppliers and how their own shutdown/re-opening may impact your re-opening plans? | | |
| Have you considered a gradual or phased re-opening to ensure you can open (and remain open) safely and consistently? | | |
| Have you considered how your customers, managers, and clients will be impacted by your post-COVID operations? Some may get angry about longer waits or feel anxious about the face mask on an employee or worker. | | |
| Is your workplace / premises safe for all (employees, customers, clients, patrons, suppliers, etc.)? | | |
| Do you have a formal procedure for assessing the risk of COVID-19 infection in your workplace? | | |
| Do you have policies and procedures for employees to report when employees are sick or experiencing symptoms of COVID-19? | | |
| Have you updated your employment policies to account for employees' needs and concerns and accommodate employees who don't feel ready or comfortable returning to work? | | |
| Have you updated your employment policies to ensure that sick leave policies are flexible, non-punitive and consistent with public health guidance? | | |
| Are employees, workers, and staff aware of these employment policies and changes to them? | | |
| Do you have a policy for discontinuing nonessential travel to locations with COVID-19 outbreaks? | | |
| Having put all the measures in place, have you considered what the limit of allowing access to people should be for your premises and do you have a plan for managing visitor queues that is consistent with your physical distancing requirements (both inside and outside your premises)? | | |
| Do you provide hand sanitizers, spray disinfectants, and disposable paper towels at entry points to your premises? | | |
| Do you clean high touch items between use by your visitors (i.e. shopping cart/trolley handles in grocery stores and condiments, menus, tongs, etc. in restaurants)? | | |
| Can you provide for physical distancing / barriers between your employees and visitors to your premises (i.e. splash screens), where needed? | | |

Disclaimer

This checklist provides general information and is meant as guidance checklist only. The information provided herein is provided without any representations or warranties – express or implied and makes no representations or warranties in relation to this checklist.

A checklist to help a business prepare for and assess readiness to re-opening after the COVID-19 shut down. This checklist covered Pre-opening Planning and Control Measures for the Workplace and for Premises Open to the General Public.

Please feel free to download and use, amend or share this checklist with your business colleagues.



Actions – Stay in contact with key people, keep them informed

- Call Police on 101 or 999 if people or property are in danger
- Assess the impact on your business and how long it will last
- Contact your insurance company (take lots of pictures and video as evidence of any loss or damage)
- Contact staff, suppliers and customers to let them know what has happened
- Use social media such as Facebook and Twitter to send messages out about business disruption Identify what business activities can continue and which may need to be put on hold
- Speak to neighbouring businesses to see if they can help. Contact your local council to see if they can help

Find out more: www.warwickshirebusinesswatch.co.uk