COVID-19
RE-OPENING AFTER A CLOSURE
AND TEMPORARY CLOSURE CHECKLISTS

WORKPLACES

Instructions on using this Toolkit:

Please use 'Ctrl' and click on the ►links to view links and download documents.

Check if there are any restrictions preventing you from opening or operating:

The first step is to assess if you can open. There may be restrictions remaining on certain workplaces and also local restrictions in place due to increased numbers of regional cases. The general guidance aimed at members of the public is also relevant, for example when considering occupancy levels and who can meet up e.g. "support bubbles".

► **Workplace Restrictions**

► Location Restrictions

► **General Restrictions**

Checklists

These checklists are provided to help you focus on the main controls to re-open your business and if necessary close it temporarily.

Note: the questions and prompts are general and apply for all businesses. You may also need to consider other things depending on your circumstances and the nature of your business.

► Re-opening: Building Preparation (Services/Ventilation/Legionella/Fire Safety/Cleaning)

► Re-opening: People and Procedure Preparations (People/Hygiene/Social distancing)

► Temporary Closure Checklist

BUILDING PREPARATION

How will you manage the risks of restarting part or all of your operations?

If you have closed your building you need to consider the risks associated with restarting processes and equipment which have not been used for some time. Some facilities and or maintenance teams may have already been present at work during the closure of the business to maintain critical systems and services.

Building Structure and Utilities

☐ I have checked the building for damage and made sure it is suitable for re-occupation
☐ I have undertaken a visual inspection of all asbestos containing materials to ensure that there hasn't been any deterioration in them during the lockdown period.
☐ I have checked utilities are in order, including gas, electric, water, lifting equipment, phone, Wi-Fi etc.

Fire safety

☐ I have reviewed the fire risk assessment due to changes in COVID secure arrangements
☐ I have carried out a:
   o functional test of the fire alarm system and emergency lighting system.
   o visual inspection of fire extinguishers and escape routes and assembly site.
   o operational checks on fire doors and smoke venting systems.

► **Additional Fire Safety Advice**

Statutory Inspections

☐ I have ensured all statutory inspections are in date e.g. lifting equipment/pressure systems*

Note: *You should ensure that all inspections required under the Lifting Operations and Lifting Equipment Regulations (LOLER) and Pressure Systems Safety Regulations (PSSR) have been completed.

► Restarting Pressure systems safely (e.g. Café Boilers/Dry Cleaners)

Service Providers

☐ I have checked all service suppliers can meet business needs e.g.
   ☐ Waste and refuse removal
   ☐ Pest Management
   ☐ Utilities
   ☐ Calibration Services, Laboratory Analysis and Services
   ☐ Logistics -storage and distribution
   ☐ Engineering e.g. refrigeration
   ☐ Laundry Providers, Contract Cleaners,
   ☐ Employment Agency Staff etc.
☐ Where relevant, I have issued the service provider with revised site procedures that have changed due to COVID-19 measures

Ventilation and Air Conditioning

☐ I have checked that the systems are clean and in good working order

☐ I have adjusted ventilation systems where required, e.g. so they do not automatically reduce ventilation levels due to lower than normal occupancy levels.

Note: The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.

Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from you heating ventilation and air conditioning (HVAC) engineer or adviser.

► **HSE Advice on ventilation**

Restarting plant and equipment

☐ I will restart plant and equipment in accordance with documented restart procedures and manufacturer's instructions.*

Note: *Consideration should be given to stored energy in systems and potential failure of equipment due to lack of use.

☐ I will check for equipment failures and ensure equipment is in good working order, e.g. refrigeration, or other compressor units for signs of leaks and contamination

Bins

☐ I will provide more bins for staff and customers to dispose of single-use face coverings and PPE.

Note: * These items should not be littered or put in recycling but be disposed of with 'black bag'/ general waste.

► **How to dispose of your personal or business waste during the coronavirus pandemic**

Pests

☐ I will check all areas are free from evidence of pest activity

☐ I will look for evidence of **pests**, and take action if necessary, before restarting.

Check for:
- signs of damage or smearing to walls and doors
- gnawed or stained packaging
- footprints in dust
- animal droppings or urine smell
- insect bodies, larvae, cocoons and egg/pupal casings, feathers.
- Consider resetting your pest-control schedule if necessary.

☐ I will arrange for contractors to undertake a pre-opening site survey, where required.

Cleaning

☐ I will ensure there are sufficient stocks of cleaning materials/ PPE available for full premises deep clean **before** re-start of the business operations?

☐ I will carry out a deep clean of the workplace before re-occupying.

☐ I will ensure there are sufficient stocks* of cleaning chemicals available for the **immediate and ongoing** hygiene regimes of the business

Note: *consider increased quantity in use due to additional hygiene practices surrounding Covid-19 heightened controls.

☐ If applicable I will inform CONTRACT CLEANERS regarding pre-operational start dates.

☐ I will identify frequently touched areas that will need enhanced cleaning and put in place procedures to ensure that cleaning measures are carried out.

☐ I will put in place measures to clean surfaces and objects after use where possible.

☐ I will aim to reduce peoples contact with surfaces and objects.

► **Cleaning Guidance**

Decide:

- What you are going to clean: Extra attention to be given to shared equipment and hand contact surfaces
- How you are going to clean: what chemicals and equipment are going to be used and specific instructions for equipment where this may not be obvious. Check that you are using sanitisers cleaners that comply with BS EN 1276 and that staff are adhering to the correct contact time and dilution rates.
- When you need to clean: decide how frequently you clean areas. Frequent cleaning and disinfection is required for all of shared touch points.
- Who will do the cleaning

SPECIFIC RISK WATER SYSTEMS- LEGIONELLA

When looking to open buildings that have been closed for long periods of time certain systems including water **cannot just be turned back on and put back into normal service**. Legionella bacteria are naturally present in water systems and require food to grow. Nutrients can be found in water systems where micro-organisms, sludge, scale, sediment and iron may be present. The risk factors for this disease are increased when water has been left stagnant (unable to flow) within pipes for a period of time.

This information is intended for small businesses returning to work after a period of closure where risks from Legionella from hot and cold water systems may be increased. Refer to ►**CIEH Legionella** and ►**HSE Legionella guides** for further information.

NB. Should you have any concerns regarding your water system you should contact a competent water treatment company.

Recommissioning Water Services

☐ I will check all hot and cold running water is still available at all sinks and hand wash basins and ensure these are in working order. These will be needed for cleaning and personal hygiene.

☐ I will ensure that all water systems are restarted in line with appropriate procedures to avoid the risks associated with Legionella.

► Advice on re-commissioning water systems

► Control of Legionella in hot and cold water systems

Legionella Risk Factors

Unless water systems have been maintained up to and during the closure of buildings the risk of Legionella growth to a level which may cause illness when buildings are reopened is increased.

If <u>any</u> of the below apply then corrective action will be required.

- Has water been stored between 20°C and 50°C?
- Has water been left without routine flushing, or poor or no flow in the water system for longer than a week?
- Are there any outlets that create inhalable droplets such as aerosols? E.g. opening a tap, showering, indoor fountain, flushing a toilet, other equipment such as pressure washers, hoses, spray irrigation systems, footbaths.
- Are there any dead legs of pipework that could hold stagnant water, including hosepipes?

Legionella Restart Actions

If you answered yes to <u>any</u> of the Legionella risk factors take the following steps

- Increase the temperature of hot water systems to above 60°C if possible and drawing it through to all hot water outlets (a temperature over 60°C will kill Legionella bacteria over time)
- Flushing through simple hot/cold water systems with fresh mains water for several minutes. (Slowly turn taps on to prevent spray)
- Ensuring that the system can deliver water at safe temperatures by checking temperatures ahead of reopening (also think about scalding)

Legionella Restart Actions Additional

For complex systems or if your risk assessment identifies this:

- Undertake a chemical or thermal disinfection of the water system
- Undertake microbiological sampling for Legionella bacteria

Finally:

- When you are satisfied the hot and cold water systems are under control then reopen the building.
- Ensure you keep all documentation for the inspection and checks made

EMPLOYEE PREPARATION

How will you operate your business in a way that keeps workers and other people safe from exposure to COVID-19 and ensure that your new work processes and risk controls are effective and don't impact on the risks of the work you do

Fitness to work

☐ We are committed to ensuring the safety and well-being of our employees.
☐ Employees have been contacted and any concerns about returning to work have been discussed*

* Employees are likely to have been and will continue to be exposed to stress at home. They may also have concerns about the controls being implemented at work.

☐ Employee wellbeing initiatives including mental health support are available and have been communicated
☐ Employees have been contacted to see if they are fit to return to work* and are aware of new sickness reporting procedures and site restrictions for people who are suffering symptoms of COVID-19

Note: *An employee or employer can use this service to assess if an employee can return to work

►Check if you should go back into work, ►Guidance on protecting vulnerable people

☐ Where employees are unable to return to work, this has been discussed and options talked through

Training

☐ Where employees need to work differently, this has been discussed and options talked through.
☐ Where new or additional employees are required induction procedures are in place
☐ Where employees aren't able to return to the same duties, training has been provided on new duties or roles
☐ Where jobs and tasks have changed to reduce the risk, the risk assessment has been reviewed and updated.
☐ Where existing employees have become unfamiliar with tasks, refresher training have been undertaken particularly where that work is safety critical.
☐ Where employees have been partnered with people to limit workplace social interaction the reason for this and how it will work has been explained.

Working from Home

☐ A risk assessment has been carried out for employees working from home
☐ Social Isolation and mental health issues have been considered.

► **Protecting Home Workers (including Display Screen Equipment) (HSE)**
► **Every Mind Matters-7 simple tips to tackle working from home**

Travelling/Arriving/leaving Work

☐ ►**Safer travel advice** has been given to employees about safer options for travelling to work.

☐ Pinch points at entrances and exits have been identified and controls put in place

☐ Procedures are in place to ensure these measures are carried out

IMPORTANT: Travel to work has been identified as a key issue for the spread of COVID-19 between workers.

Site

☐ I have introduced control measures to implement the 2 metre or 1 m+ social distancing. Including physical barriers where appropriate. Refer to the various workplace guidance documents and HSE social distancing guide.

☐ Employees been advised about changes to the workplace. Including all of the measures implemented to get either the 2-metre or 1 metre plus distancing arrangements in place. See sector specific guides for examples of controls (risk mitigation).

☐ Access routes have been communicated or are clearly marked and any changes to our fire safety risk assessments e.g. muster points and escape routes have been communicated

☐ Controls have been put in place at pinch points and in communal areas e.g. breakout spaces, canteens, toilets Handwashing

☐ Employees have been trained and are aware of the new procedures for enhanced handwashing. ►**Hand washing video ***

*All staff to wash their hands regularly using soap and water for at least 20 seconds, particularly after blowing their nose, sneezing or coughing, before/after using shared equipment and prior to eating. Where facilities to wash hands are not available, hand sanitiser should be used (over 60% alcohol recommended).

☐ Regular reminders are given to encourage cleaning, handwashing and distancing measures.

☐ Employees are aware of how to manage hand sanitiser stations for visitors or customers. E.g. how to replenish them and how often to check.

Cleaning

☐ Employees have been trained on the new enhanced procedures for surface cleaning

☐ Employees have been trained on any new cleaning chemicals and equipment

☐ Employees have been advised about new procedures for using communal areas e.g. using own cutlery/mugs etc.

☐ Employees are discouraged from sharing equipment where possible e.g. pens

Clothing

☐ Employees been advised about changing uniforms, laundering and storing their work wear.*

If over clothes (e.g. boiler suits, chefs jackets) are provided for work, employees need a location to change and store their protective clothing. This could be a bag marked with the employee's name. A daily change of protective overalls or disposable overalls need to be available.

Laundry

☐ Employees have been given advice on laundry e.g. to change into a different set of clothes for work and then change again on returning home.

Where employees launder their own work clothes. Work clothes should be transported home in a disposable plastic bag which should then be disposed of into the usual household non-recyclable waste or a bag that can be laundered.

Work clothing should be laundered:

▪ Separately from other household linen.
▪ In a load not more than half the machine capacity.

At the maximum temperature the fabric can tolerate, then ironed or tumble-dried.

If any laundry is possibly contaminated it should be double bagged for 72 hours before washing. When placing in the bag it should not be shaken.

PPE

☐ PPE that was in use before the COVID-19 outbreak e.g. that was provided to protect against exposure to wood dust, flour, welding fume, silica dust etc, is still available for use
☐ I have read the **cleaning guidance** and have access to any additional PPE required for cleaning after a case has been identified.
☐ Procedures are in place to deal with PPE supply issues e.g. if stocks run out. Work will be stopped and an assessment will be made to see how it can be carried out safely or delayed until stocks are available.
☐ Employees have been consulted on our policy for PPE.

Keep up to date with the recommendations and requirements in specific settings in the Government's workplace settings guidance.

☐ Where the workplace settings guidance requires visors and face masks these have been provided and employees have been advised on their safe use e.g. when to use, how to use, where to store and how to keep clean.*

Face Coverings Employees

Face coverings are required in certain situations e.g. for travel on public transport. Although you do not have to supply face coverings you should support any employees who want to wear them.

► **Check when you need to wear a face mask**

☐ I am aware of when face masks are required
☐ I have advised employees about proper use of face coverings including cleaning and storage
☐ Staff are aware that face coverings do not replace our main controls of physical distancing and good personal hygiene

CUSTOMER or CLIENT PREPARATION

Public access to the premises.

☐ I have assessed the maximum occupancy of my premises determined by my social distancing measures and know the safe limit of people that can enter the premises.

☐ I am up to date with who can attend my premises and how I can accommodate them in their "Social bubbles"

☐ I have identified pinch points for public entrances and introduced social distancing measures so that these do not become overcrowded

☐ I have introduced ways to reduce footfall e.g. providing click and collect, or other remote access to services and products. I have considered the equality implications of these measures.

☐ I have provided hand sanitiser for customers as they enter the premises. (Alcohol content of at least 60% for customers to sanitise hands.)

☐ Where external areas are used, I am following all guidance given around planning /licensing and management of external areas to ensure these do not create issues with social distancing, antisocial behaviour and access issues.

Customer Queues

☐ I have worked with neighbouring premises and others to define where my customers can queue. e.g. the queue will not to continue beyond your business (unless the next business is an empty unit)

☐ I have introduced procedures to manage queues. e.g. using existing Radio Links to communicate with other businesses and wider stakeholders

☐ I have ensured sufficient space is available for all people to safely use the pavements.

☐ I have a 'One In, One Out' system, once premises capacity has been reached

☐ I have signage or markings to advise customers on where to queue

☐ I have trained employees/security to manage and engage with queues

☐ I have systems in place to manage the welfare of customers in the queue. E.g. monitoring during inclement weather, extreme temperature

☐ I have procedures in place to ensure no customer is at a disadvantage e.g. fast track access for the elderly and those with disabilities, first aid trained employee to look after the queue

☐ I have no seating within the queue area

☐ I will collect litter that is dropped around the queue

Hygiene Measures

☐ I have introduced frequent cleaning and disinfection of shared customer touch points. See the sector specific guidance for examples

Customer /Client Movement Inside

☐ I have introduced control measures to implement the 2 metre or 1 m+ social distancing. Refer to the various sector specific guidance and HSE social distancing guide for risk mitigation options.

☐ I have systems in place to communicate with customers. e.g. signage, posters, social media messages with updates on how we are operating before they arrive, pre- appointment email or booking advice by phone.

VISITOR PREPARATION

Visitor access to the premises.

☐ Visitors have been reduced to critical only.

☐ I require visitors to report to reception or similar prior to entering site so site COVID control measures can be explained

☐ I have provided hand sanitiser for visitors as they enter the premises *

Note: *Provide hand sanitiser with an alcohol content of at least 60% for customers to sanitise hands.

☐ I have a procedure for the reception of goods, reviewing the safety protocols (loading, unloading) to take into account the possible risks associated with COVID-19 and to reduce the opportunities for contact between suppliers and workers.

Hygiene Measures

☐ I have introduced frequent cleaning and disinfection of shared touch points.*

Note: *refer to the various sector specific guidance

Visitor Movement Inside

☐ I have introduced control measures to implement the 2 metre or 1 m+ social distancing. Including physical barriers where appropriate.

Note: *refer to the various sector specific guidance

☐ I have systems in place to communicate with visitors e.g. signage, posters, pre- appointment emails.

TEMPORARY CLOSURE CHECKLIST

You may be closing your business in a hurry due to a local lockdown or an outbreak of Covid-19, we recommend that you take the following action.

Communications

☐ Implement your communication procedures with staff, customers, suppliers etc.

Fire Safety

☐ Turn off all non-essential electrical appliances

☐ Where appliances do need to be left on, such as fridge/freezer, ensure they are well ventilated, kept clear of storage and there are no signs of any electrical faults

☐ Ensure any shared escape routes or way-leave agreements remain available to use by other occupiers where they remain open for business

☐ Consider the risk of arson by ensuring your premises is secure

☐ Leave contact details in a place which is visible to fire crews should they have to gain entry to your premises.

☐ Do not switch off your fire alarm system where it is still required to protect people who live within your premises or where it forms part of a communal fire alarm system for the building.

☐ Consider discussing with your insurance company any actions likely to impact upon the terms of your policy

☐ Do not switch off your mains power supply to your fire alarm system if it is still required and make arrangements to continue with regular checks to ensure the system remains in working order

☐ Notify the responsible person of any other premises who may be affected by your decision.

☐ **Before you bring your premises back into use:** Ensure any fire safety system, for the protection of life, has been tested and is fully operational. You should arrange for a competent person to check your premises fire safety systems as soon as possible, especially for any premises which provide sleeping accommodation.

Arson advice

As many businesses have had to move out of their buildings temporarily, and at some speed, owners may not have had time to consider that vacant buildings are often more susceptible to the risk of fire (arson), criminal activity, misuse and malicious damage.

The Fire Protection Association have provided a free guide. This guide looks at what preparations, practical measures and security controls can be applied to help manage fire safety in your business

► Security and arson protection advice for building and business owners and insurers - a free guide to managing the risk during the COVID-19 outbreak

Additional Checks for Food Businesses

Specific advice on how to maintain food safety during a lockdown can be found on the food standards Agency website.

Refer to ►**Guidance for food-businesses undertaking a rapid shut down in response to coronavirus**