



# Ligtas

ENABLING SAFE ENVIRONMENTS

## Re-Occupation of the Workplace

(COVID-19) Checklist



## Checklist

Any return to business as usual will not be without its concerns, and we still should be encouraging remote working/ staying at home if possible. However, if we do need to return to work the following checklist points must be considered. This will ensure you remain compliant with the current health situation and best practice.

When preparing for a building (or even an office) to be reoccupied it will be necessary to consider the following points to ensure the protection of persons during this time:

General Arrangements / Social & Physical Distancing				
Concern	Y	N	NA	Comment
Have a review of the reception area, do you need to, rearrange seating, furniture to allow for social distancing (2 meters apart).				
Are there any magazines / newspapers that need to be removed to reduce the amount of touch surfaces?				
To indicate the 2-meter rule for social distancing are there any markings on the floors to manage the number of persons in receptions / waiting areas of a building?				
To protect those working behind receptions are screens fitted in front of reception desks and where necessary dividers (e.g. if there is more than 1 receptionist and the 2-meter rule cannot be enforced)?				
Visually has enough been done (posters / notices) to encourage staying home when sick, cough and sneeze etiquette, and hand hygiene / washing (with instructions e.g. hot / warm water using soap for at least 20 seconds)?				
Are tissues supplied in areas such as a receptions or common welfare facilities?				
Are bins for waste of the non-touch type for use (good hygiene practice)?				
Is alcohol-based hand sanitiser available for use in high traffic areas of a premises?				
Can the lifts continued to be used if the 2-meter rule is to be complied with? (where possible limit use of the lifts to persons who are less mobile or implement rules 1 person per lift).				
Can stairs be managed to ensure that persons going up the stairs stay on the left, with persons coming down on the right (safety signage must be displayed)?				
Can common kitchens and other welfare facilities be arranged to maintain / manage social distancing?				
In gents' toilets is it possible to seal off 1 every other urinal to maintain social distancing?				

Concern	Y	N	N/A	Comment
Is cleaning activity enough to manage the current situation? (e.g. ensure that all frequently touched surfaces in the workplace, handrails, work surfaces, door handles/ push plates are thoroughly cleaned).				
If there are concerns around cleaning / contamination of the workplace, are there measures available to call upon additional disinfection beyond routine cleaning?				
Are disposable wipes provided so that commonly used surfaces (for example, desk surfaces, keyboards, remote controls etc.) can be wiped down by persons before each use / periodically? (this will also be beneficial for those in reception / security / cleaning roles to clean as they go).				

Shared Desks (Meeting Rooms / Hot Desks)				
Concern	Y		N	Comment
If there are shared desks (used by more than one person) are these thoroughly cleaned after each change in use?				
Has all been done to encourage avoiding and limiting physical meetings (i.e. continue to use virtual meetings)?				
Are disposable wipes provided so that commonly used surfaces (desk surfaces, keyboards, remote controls etc.) can be wiped down by employees before each use / periodically?				

HVAC (Managing Air Flow / Changes of Air)				
Concern	Y		N	Comment
Is the workplace naturally / well ventilated to ensure a steady air flow? Can this be done?				
Is there is mechanical ventilation installed? (if so, seek specialist advice regarding this and how to limit any potential spread of viruses through any mechanical ventilation, air handling units / heating ventilation and air conditioning system/s).				
Are mechanical ventilation, air handling units and heating ventilation and air conditioning systems well maintained?				

Concern	Y		N	Comment
Is there a health deceleration in place for visitors? (e.g. any health conditions that put them at risk, have they been out of the country).				
Are there arrangements in place for taking visitors / employees temperatures prior to entry?				
Have we taken additional measures to protect those who may be more susceptible vulnerable to the virus?				

First Aiders (changes in advice)				
Concern	Y		N	Comment
Reminders for first aiders issued. <ul style="list-style-type: none"> <li>If COVID-19 is suspected and persons are having problems breathing call 999</li> <li>If there is any other health emergency or an accident occurs persons can still be taken to Accident &amp; Emergency or dial 999</li> </ul>				
Have procedures been updated for first aid of how to recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing? (e.g. do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives).				
Resuscitation – has the change in advice been documented for first aiders? (e.g. perform compression-only CPR, all trained first aiders must wash their hands thoroughly with soap and water or use alcohol-based hand gel.				
Due to the uncertainty of COVID-19 have FFP3 masks been made available for first aiders?				
As part of materials for first aid are sanitising wipes / hand sanitiser available?				

Emergency Contact / Contact Details				
Concern	Y	N	NA	Comment
Are all staff / emergency family contact details available and up to date?				
Ensure all tenant contact details are available and up to date?				
Are all relevant NHS / Public Health England * posters and other official notices up to date if displayed?  *Scotland (Health Protect Scotland) *Wales (Public Health Wales / Lechyd Cyhoeddus Cymru) *Northern Ireland (Public Health Agency) *Republic of Ireland (Department of Health)				

Procurement / Deliveries				
Concern	Y	N	NA	Comment
Is it possible to bulk buy products to reduce the frequency of deliveries to the site / building?				
Have you ensured that all non-essential deliveries e.g. personal items are not delivered to the workplace?				
Is it possible to collect deliveries from outside of the building to reduce the numbers of persons coming into the building?				
Is all Personal Protective Equipment (PPE), sanitisers etc. from a reputable source?				
Are Control of Substances Hazardous to Health (CoSHH) data sheets available for sanitisers etc? (update CoSHH assessment)				

PPM (M&E Statutory)				
Concern	Y	N	NA	Comment
Are all statutory inspections within date? (e.g. lifts, lifting equipment, pressure systems).				
Are all Planned Preventative Maintenance (Mechanical & Electrical) tasks within date?				
Is all Mechanical & Electrical plant / equipment operational?				
Are the domestic water services well maintained / water supplied for drinking is wholesome in nature?				
Are regular checks of the building / site still been carried out?				

Although it may not be entirely possible to address every single eventuality in the points above it is thought that most points have been addressed and properly considered would be enough to protect persons from spreading the COVID-19 virus.

Therefore, it is strongly advocated that you refer to any Government advice and any site- specific risk assessments and the appropriate action is taken to reduce risk.

Notes:

- i. **Fire drills/ procedures:** As full or usual occupancy level is likely not to be achieved, it is likely that there may be insufficient, fire wardens or others who would normally assist in the event of an emergency. It maybe necessary to review emergency procedures and it maybe be necessary to postpone activity such as fire drills due to the need to maintain practices such as social distancing.
- ii. In the case of multi occupied buildings it will be required that you communicate and cooperate with the tenants to ensure that they have recommissioned their demised areas and that their area is ready for re-occupation.

## Reminders and General Advice for COVID-19

### STAYING AT HOME

Whilst we may wish to get back into our usual workplace, home or remote working should still be encouraged and reminders in the form of questions of how to do this are listed below:

#### Reducing the risk via policy / use of technology

Distancing strategy	Are there any established policies or practices that encourage flexible worksites? (e.g., skype, calls etc.) and flexible work hours (e.g., out of hours working for site inspections). This will encourage / increase the physical distance among employees / tenants / public and between employees and others.
Limit any unnecessary meetings or events	Have all attempts been made to limit large work-related meetings or events?
Planning via policy how to minimise exposure	Have plans been made to continue to minimize exposure between employees, tenants and the public? (social distancing).

### EMERGENCY PLANNING

#### Planning for (if there is an identification of infected person/s at a site building)

Business Continuity Plan	Has this been used to run an infectious disease outbreak response plan? (e.g. alter business operations (e.g., possibly changing or closing operations in affected areas).
Critical functions	Has it been identified what essential business functions are required to maintain operations? (e.g. essential jobs or roles, critical suppliers, soft / hard FM services).
Remote working	Has it been ensured that all that can work from home are able to do so / continue to do so?
NHS / PHE	Is there a mechanism in place to keep informed of a reported case of COVID-19? (the NHS and PHE have an established plan to respond to someone who becomes unwell and what wider action is needed).
Communication	Is there a process to communicate information to employees, contractors and tenants? (anticipate employee / contractor / tenant fear, anxiety, rumours, and misinformation, and plan communications accordingly).
Communication / Cooperation	Have tenants shared plans and understood that all person with influenza symptoms are advised to stay away from work and contact III?

### COVID-19 IN THE WORKPLACE

If someone has been in the workplace who has tested or is suspected as having COVID-19 ensure they are isolated in the workplace if they are too unwell to leave and call 999 informing, that there is an urgent COVID-19 case (e.g. breathing difficulty).

Restrict access to the areas they have been in / surfaces they have touched.

Once they have left ensure a deep clean of the affected areas is carried out.

**DO NOT PUT YOURSELF AT RISK.**

### ADVICE FOR EMPLOYEES

#### If you are unwell

- You should not be expected to work when you are unwell.
- If you are too unwell to work, whether due to COVID-19 or any other illness, you should claim sickness absence as you normally would.
- You should never feel that you are being pressured to attend work when you are not fit to do so.

#### You should also:

- Familiarise yourself with your employer's return to work policy. Does it take account of the known risks relating to COVID-19, including assumptions of immunity against the virus?
- Ensure regular communication with your employer while on absence leave
- Ask your employer about access to a local occupational health service and a health and safety risk assessment upon returning to work
- Meet with your employer on your return to work, or as soon as reasonably practicable thereafter to agree an individualised plan for return

#### If you become unwell at work

Working when unwell risks your health and wellbeing, and potentially undermines public health policy on preventing COVID-19 transmission. If you have any symptoms of COVID-19, you must prioritise self-care and manage your health, including following NHS self-isolation guidance.

This will support those who are free of COVID-19 to return to work once they are well enough to do so and, if they test positive for COVID-19, ensure they are immediately notified and can begin a period of self-isolation.

#### Self-isolating

If you are self-isolating, you should follow [official NHS guidelines](#) which advise individuals to:

- Not leave your home for any reason, other than to exercise once a day – but stay at least 2 metres (3 steps) away from other people
- Not go out to buy food or collect medicine – order them by phone or online - many smaller local shops now have delivery services, or ask someone else to drop them off at your home
- Not have visitors, such as friends and family, in your home.

#### You should also:

- Talk to your employer about working remotely; they should support you to do so
- Ensure your employer provides you with clear guidelines on when to self-isolate.

## Contact us

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