**Social Distancing Building Checklist**

Date: 01/07/2020 Version: 1.9

**For College / School / Institute / Professional Service**

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| --- | --- |
| **Building:** | **Activities:** |
| **Building Manager/ Health & Safety Co-ordinator:** | |
| **Building Manager/ Health & Safety Co-ordinator Signature:** | **Date:** |

This document sets out the key activities to be undertaken when a College, School, Institute or Professional Service intends re-opening buildings post COVID19 lockdown. It is recognised that every building and Service is different and therefore this checklist will need to be tailored accordingly. It should, however, provide a comprehensive set of considerations and actions to get workspaces up and running. In doing so it recognises the multiple aspects and considerations to be taken into account in this transition including:

* Maintaining all QHSE standards and procedures;
* Managing the impact on staff and their wellbeing including deciding who returns and when plus definitive steps to mitigate concerns and anxiety;
* Creating social distancing plans to minimise the risk of people operating within 2m of each other. Key activities include review of spatial requirements, decreasing density, enhanced signage plus training of key people to manage the social distancing policy;
* Access control covering elements such as restricting access points into buildings, protocols for health & safety checks, management of reception spaces, use of elevators and visitor policy;
* Cleaning and maintenance. This includes identification and reduction of key touch points (doors, desks, elevators, common areas), highly visible cleaning regimes required pre and post opening, enhanced cleaning of common areas;
* Ensuring buildings are fully maintained and operational on opening;
* Communicating regularly and with confidence in recognition of the concerns colleagues will have on returning to their place of work and any commute required to get there.

This checklist sets out key activities to be undertaken to support all the above across three key phases of:

* **Phase 1: Facilities and portfolio evaluation:** This phase covers the planning required of who will be returning, defining new work place routines and the remapping of work areas to ensure appropriate social distancing can be maintained;
* **Phase 2: Recommission & Re-occupation**: The activities required to ensure a facility, upon re-opening, meets all the Government’s requirements, is fully operational, clean and has adequate security measures in place. Building managers, local health and safety advisors/co-ordinators and staff managing the activities have agreed the activities that will commence and have assured themselves that the requirements that are applicable within the checklist have been completed. All staff and colleagues impacted are fully briefed and supported in the adoption of new ways of working.

Each building location that has been authorised by the Provost to reopen will need this checklist and University’s Covid-19 Preliminary risk assessment signed off and all identified actions completed **BEFORE** the building is used by staff returning to campus.

**Phase 1: Facilities and portfolio evaluation**

Timing: 2-3 weeks prior to buildings re-occupation

The Checklist has been colour coded to identify who is responsible for undertaking the activity:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Estates activities related to building compliance |  | Specific Building Manager/local H&S Advisor / Co-ordinator activities |
|  | Estates activities related to Social Distancing Modifications |  | Campus Services Activities related to building readiness |

|  | **Yes** | **No** | **N/A** | **Comments/Actions Required** |
| --- | --- | --- | --- | --- |
| **Site use and space / people management** | | | | |
| Access control for each building reviewed and a phased reoccupation for larger properties or multi-tenanted buildings defined. Consideration given to   * phased departmental returns; * alternative workday shifts; * extending “normal” working hours. |  |  |  |  |
| Change in workplace routines defined including   * change to peak staff entry and exit times; * changes to core working hours; * amending shift routines, staff handovers and team briefings; * regular working from home for staff. |  |  |  |  |
| Planning undertaken for critical activities that must be completed prior to re-opening an identified including:   * compliance or emergency equipment testing; * waste and recycling collection; * catering, post and parcel delivery; * cleaning; * planned or reactive maintenance; * re-engaging contractors; * identify new contractors (if required)   See Phase 2 checklist |  |  |  |  |
| Ownership of impacted sites defined (ie. owned, tenanted, shared space, leased third party or municipal). |  |  |  |  |
| Liaise with property landlord(s) or managing agents to ensure any requirements are met. |  |  |  |  |
| Backlogs of mail or deliveries assessed and prioritised for collection procedures. |  |  |  |  |
| Robust enforcement mechanism defined to ensure staff with any form of illness do not attend work and actions to be taken if this situation arises. |  |  |  |  |

**Phase 2 - Recommissioning & Re-occupation**

Timing – Up to 10 days (\*) prior and during building re-occupation *(\* - subject to estate size, capacity, location*)

The Checklist has been colour coded to identify who is responsible for undertaking the activity:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Estates activities related to building compliance |  | Specific Building Manager/local H&S Advisor / Co-ordinator activities |
|  | Estates activities related to Social Distancing Modifications |  | Campus Services Activities related to building readiness |

|  | **Yes** | | **No** | | **N/A** | **Comments/Actions Required** |
| --- | --- | --- | --- | --- | --- | --- |
| **Compliance & Regulatory checks** | | | | | | |
| Full building inspection carried out.   * all life systems inspected and passed (fire alarms, sprinklers, emergency lighting etc); * emergency generators operational (if required to provide power in an emergency); * Uninterruptable Power Supplies (UPS) operating effectively (if applicable); * fire suppression systems inspected and all fire extinguishers are in date; * statutory compliance status assessed and plan in place to address any outstanding maintenance (omitted or suspended since the pandemic outbreak); * all lift maintenance requirements confirmed and in place; |  | |  | |  |  |
| All required legionella procedures followed before the building has been re-opened including all open water systems flushed e.g. taps, toilet cisterns, water dispensers / fountains, water boilers. |  | |  | |  |  |
| All isolated power supplies & equipment re-energised (eg. fridges, freezers, ZIP boilers, dishwashers, lighting, power outlets, boilers, fan coil units etc). |  | |  | |  |  |
| Previously isolated HVAC to run for between 48 to 72 hours as a minimum timeframe to ensure fresh air has been circulated throughout. |  | |  | |  |  |
| All air flow rates maximised, where practicable |  | |  | |  |  |
| Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. Most air conditioning system do not need adjustment, however where systems serve multiple buildings or there’s uncertainty seek advice from heating ventilation and air conditioning (HVAC) engineers or advisers. |  | |  | |  |  |
| Opening windows and doors frequently to encourage ventilation, where possible taking into account security implications. |  | |  | |  |  |
| **Energy** | | | | | | |
| Building management systems health check completed and reconfigured to the new operating model (ie. anticipated occupancy levels and refreshed comfort policies) |  | |  | |  |  |
| Heating and lighting needs reconfigured to optimise energy usage in reduced occupancy or reconfigured/redesigned working environments. |  | |  | |  |  |
| **Landscapes** | | | | | | |
| Survey completed to check for hazards and/or impeded access to newly configured /redesigned working spaces. |  | |  | |  |  |
| Site access surveyed to identify areas for new signage. |  | |  | |  |  |
| **Cleaning** | | | | | | |
| Full deep clean undertaken prior to site opening |  | |  | |  |  |
| Application of Versan strongly recommended to support above - natural 3D microbiota barrier to protect surfaces from COVID-19: |  | |  | |  |  |
| Revised cleaning regime SLA shared and agreed to ensure that staff feel safe and that transmission of COVID-19 remains low. This should include enhanced:   * touchpoint cleans – door handles, lift panels, hand rails, toilets and shower facilities, taps, soap dispensers etc; * deep clean regimes in place plus ability to react on need (reinfection); * cleaning of shared areas and meeting rooms. |  | |  | |  |  |
| SLA displayed in building main entrance/reception |  | |  | |  |  |
| Resource requirements and shift patterns revised to take account of:   * scale and nature of building usage; * any changes in staff working hours; * social distancing for staff and cleaners; * above work requirements; |  | |  | |  |  |
| Point of Contact (POC) per work area inducted on new cleaning requirements/regime. Highly visible role – name tags, stand out uniforms, wearing PPE. |  | |  | |  |  |
| Building cleaning induction completed |  | |  | |  |  |
| Site inventory reviewed (chemical and tools) to ensure adequate for above. |  | |  | |  |  |
| Necessary (bulk) orders in place for hand sanitisers, wipes, face masks to reflect commitment to employee safety.  (NB: there may be national and worldwide shortages of some items which will effect bulk ordering). |  | |  | |  |  |
| Handwashing facilities, or hand sanitiser where not possible, provided at all key touch points (entrance points, reception, common areas). |  | |  | |  |  |
| Consumables fully replenished prior to opening (eg. toilet tissue, hand towels, etc). |  | |  | |  |  |
| Robust and frequent quality checks in place post opening to ensure new cleaning regime adhered to. |  | |  | |  |  |
| Usage of key products (eg. hand sanitizer) monitored to identify patterns and inform replenishment schedules. |  | |  | |  |  |
| **Waste** | | | | | | |
| Bin provisions and waste volumes for the building assessed and actioned to account for   * increased levels of disposable waste; and * use and subsequent disposal of PPE in some areas/circumstances * increasedvolumes of people returning to work etc. |  | |  | |  |  |
| Required building users educated on use and disposal of PPE. |  | |  | |  |  |
| Containers ordered and installed for contaminated PPE (72 hours before collection). |  | |  | |  |  |
| Waste collection provision assessed to take account of new cleaning regime above (eg. deep-cleans, extra waste due to "trash bash" initiatives) plus legislation regarding the removal of PPE. |  | |  | |  |  |
| Policy defined for wearing masks to work plus disposal procedure. |  | |  | |  |  |
| Ongoing review of waste type and volumes post opening |  | |  | |  |  |
| **Post room and deliveries** | | | | | | |
| Arrangements made with departments for postal collections to be undertaken at agreed times only. |  | |  | |  |  |
| Tracked signature service items recorded by postal service as delivered so as not to require physical signing for them. |  | |  | |  |  |
| Sterilising process for all incoming deliveries introduced (eg. UV cabinet located at delivery point). |  | |  | |  |  |
| Access controls to the building enabled for postal staff to enter. |  | |  | |  |  |
| Hand sanitising dispensers positioned at delivery entry point to buildings/sites. |  | |  | |  |  |
| Mail room and delivery operatives provided appropriate PPE and instructions on how to use/dispose (see Waste above). |  | |  | |  |  |
| Where possible, (excluding post marked confidential, addressee only or personal), outer packaging to be removed and disposed of prior to moving items from the delivery point. |  | |  | |  |  |
| All colleague personal deliveries are stopped, only business related shipments should be sent through postal services no personal ones. |  | |  | |  |  |
| **Equality in the workplace** | |  | |  |  |  |
| Understood and taken into account the particular circumstances of those with different protected characteristics. | |  | |  |  |  |
| Communicated and involved appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them. | |  | |  |  |  |
| The need to put in place any particular measures or adjustments to take account of duties under the equalities legislation considered. | |  | |  |  |  |
| Reasonable adjustments made to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers. | |  | |  |  |  |
| Steps taken do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments. | |  | |  |  |  |
| **QHSE** | | | | | | |
| University’s Return to Campus COVID-19: Building Risk Assessment carried out and review process in place to identify and respond quickly to unforeseen challenges or changes in Government, University and Professional Body Guidance. | |  | |  |  |  |
| All relevant pre-existing (non COVID) risk assessments have been reviewed to take into account the impacts of social distancing and other COVID counter measures. | |  | |  |  |  |
| Any required modifications to fire alarm practices or evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes:   * System confirmed as operational, where necessary * Signing in and out system in place, * Fire muster point confirmed. | |  | |  |  |  |
| **First Aid:** First aid kits are stocked and available. Contact information up to date | |  | |  |  |  |
| **Hygiene:** Washing facilities with soap/gel available (see Cleaning below). | |  | |  |  |  |
| Response plan defined in the event a confirmed or suspected case of COVID-19 and communicated. | |  | |  |  |  |
| Numbers of fire wardens, first aiders and any PEEP requirements defined given scale and timing of recommission / reoccupation activity. | |  | |  |  |  |
| Emergency signage reviewed and subject to the change in layout or restricting access to reduce risk of contamination. | |  | |  |  |  |
| Business continuity and disaster recovery plans updated based on COVID-19 implications. | |  | |  |  |  |
| **Social distancing at work** | | | | | | |
| Social distancing able to be maintained in the workplace wherever possible.  Taking into account it will not always be possible to keep a distance of 2m in labs and R&D facilities that may be designed for close-proximity collaboration. Fixed equipment may mean that changing layouts to create more space may not be practical. | |  | |  |  |  |
| Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff are being taken. Mitigating actions include:   * Further increasing the frequency of hand washing and surface cleaning. * Keeping the activity time involved as short as possible. * Using screens or barriers to separate people from each other. * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others). | |  | |  |  |  |
| Social distancing has been considered for all parts of the building, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. | |  | |  |  |  |
| **Coming to and leaving work & Shift Patterns** | | | | | | |
| Staggered arrival and departure times at work put in place to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. | |  | |  |  |  |
| As far as possible, where staff are split into teams or shift groups, the teams or shift groups are fixed so that where contact is unavoidable, this happens between the same people. | |  | |  |  |  |
| Additional parking and facilities provided such as bike-racks to help people walk, run, or cycle to work where possible. | |  | |  |  |  |
| Congestion reduced, for example, by having more entry points to the workplace taking into account any additional security risk to people/asset | |  | |  |  |  |
| More storage for workers provided for clothes and bags. | |  | |  |  |  |
| Markings introducing one-way flow used at entry and exit points. | |  | |  |  |  |
| Exclusive entry/exits points for personnel working in high-risk areas, such as mechanical test sites and wet labs designated. | |  | |  |  |  |
| Process alternatives for entry/exit points where appropriate defined, for example, regular cleaning of turnstiles. | |  | |  |  |  |
| Alternatives to touch-based security devices such as keypads provided. | |  | |  |  |  |
| Lab clothing and equipment such as goggles is being washed on-site rather than by individual staff members at home. | |  | |  |  |  |
| **Moving around buildings and work sites** | | | | | | |
| Movement by discouraging un-essential trips within buildings and sites reduced, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use. | |  | |  |  |  |
| Access between different areas of the building or site is restricted where possible. | |  | |  |  |  |
| Where possible access controls on low category labs have been removed so that people do not have to use access cards taking into account any additional security risk to people/asset | |  | |  |  | . |
| Fixed teams or adjusted booking processes are used to reduce the number of people in a lab at the same time to avoid overcrowding. | |  | |  |  |  |
| Job and location rotation has been reduced. | |  | |  |  |  |
| More one-way flow through buildings, particularly to long corridors which can be more common in laboratory buildings have been introduced. | |  | |  |  |  |
| Maximum occupancy for lifts reduced, hand sanitiser for the operation of lifts provided and the use of stairs wherever possible encouraged. | |  | |  |  |  |
| People with disabilities are able to access lifts. | |  | |  |  |  |
| Use of high traffic areas including corridors, lifts turnstiles and walkways regulated to maintain social distancing. | |  | |  |  |  |
| **Workplaces and workstations** | | | | | | |
| Layouts and processes reviewed to allow people to work further apart from each other and accepting the limitation of some lab environments may have. | |  | |  |  |  |
| Floor tape or paint used to mark areas to help workers keep to a 2m distance. | |  | |  |  |  |
| Where it is not possible to move workstations further apart, screens used to separate people from each other. People arranged to work side by side or facing away from each other rather than face-to-face only where it is not possible to move workstations. | |  | |  |  |  |
| Occupancy levels being managed to enable social distancing including in labs with restricted space, for example, by adapting booking systems to limit usage. | |  | |  |  |  |
| Use of hot desks and spaces avoided and, where not possible, for example, call centres or training facilities, cleaning workstations between different occupants including shared equipment. | |  | |  |  |  |
| **Meetings** | | | | | | |
| Remote working tools used to avoid in-person meetings. | |  | |  |  |  |
| Only absolutely necessary participants allowed to attend meetings and maintaining 2m separation throughout. | |  | |  |  |  |
| Avoiding transmission during meetings, for example, avoiding sharing pens and other objects. | |  | |  |  |  |
| Handwashing promoted and directions to facilities displayed in meeting rooms. Hand sanitiser provided where hand washing facilities are not readily available. | |  | |  |  |  |
| Meetings held outdoors or in well-ventilated rooms whenever possible. | |  | |  |  |  |
| Floor signage used for areas where regular meetings take place to help people maintain social distancing. | |  | |  |  |  |
| **Common areas** | | | | | | |
| Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases. | |  | |  |  |  |
| Break times staggered to reduce pressure on break rooms or canteens. | |  | |  |  |  |
| Where available safe outside areas used for break. | |  | |  |  |  |
| Additional space created by using other parts of the workplace or building that have been freed up by remote working. | |  | |  |  |  |
| Where necessary screens installed to protect staff in receptions or similar areas. | |  | |  |  |  |
| Reception staff have been briefed on how to reduce the risk of onward transmission including:   * availability of hand sanitiser on entering reception; * regular handwashing; * visual identity check of documents without contact; * prevention of multi-use of touch screen technologies; * 2m distancing between receptionists; * identification and response to staff or visitors presenting with COVID-19 symptoms. | |  | |  |  |  |
| Clear method of socially distancing of staff and visitors in reception areas defined and implemented. This should include:   * queuing systems or processes; * 2m spacing in waiting and reception areas | |  | |  |  |  |
| Visitor booking and recording process redefined to be as ‘contact free’ as possible. Effective signage in place to explain the system. | |  | |  |  |  |
| Replacement of visitors’ lanyards with disposable badge holders considered or sterilising processes introduced. | |  | |  |  |  |
| Consideration given to electronic visitor management system to reduce visitor interaction. | |  | |  |  |  |
| Packaged meals or similar provided to avoid fully opening staff canteens. | |  | |  |  |  |
| Workers encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc. | |  | |  |  |  |
| Seating and tables reconfigured to maintain spacing and reduce face-to-face interactions. | |  | |  |  |  |
| Staff encouraged to remain on-site and, when not possible, maintaining social distancing while off-site. | |  | |  |  |  |
| Use of locker rooms, changing areas and other facility areas regulated to reduce concurrent usage. | |  | |  |  |  |
| Storage of personal items and clothing in personal storage spaces encouraged, for example, lockers and during shifts. | |  | |  |  |  |
| **Accidents, security & other incidents** | | | | | | |
| People have been made aware that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe. | |  | |  |  |  |
| People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands. | |  | |  |  |  |
| Security implications for re-opening buildings is defined; buildings impacted, security passes required, any restriction on access points. | |  | |  |  |  |
| Policy defined to deal with instance of unexpected employee / 3rd party arrival (eg. refused entry recommended). | |  | |  |  |  |
| Threat assessment on buildings and assets portfolio undertaken given potential resurgence of terrorism, protestors and general criminality which have reduced significantly during COVID-19 lockdown. | |  | |  |  |  |
| Security staff fully briefed on return to work and all new security protocols. | |  | |  |  |  |
| Security personnel communication protocols defined (plus response) in event of incidents/risks in relation to:   * site closure/adjustment; * infection control measure; * business continuity/disaster recovery; and   staff shortage. | |  | |  |  |  |
| Assessment undertaken to identify any security gaps due to leave periods / staff absences due to illness | |  | |  |  |  |
| Procedures and roles defined to manage expected peak in expired, lost, stolen staff passes upon site re-opening | |  | |  |  |  |
| Security strategy defined for any buildings that will remain empty – use of remote monitoring, physical security or mobile response. | |  | |  |  |  |
| **Manage contacts** | | | | | | |
| Visits via remote connection/working encouraged where this is an option. | |  | |  |  |  |
| Where site visits are required, site guidance on social distancing and hygiene are explained to visitors on or before arrival. | |  | |  |  |  |
| Number of visitors at any one time limited. | |  | |  |  |  |
| Visitor times limited to a specific time window and restricting access to required visitors only. | |  | |  |  |  |
| Schedules for essential services and contractor visits revised to reduce interaction and overlap between people, for example, carrying out services at night. | |  | |  |  |  |
| Record of all visitors, where practical maintained. | |  | |  |  |  |
| Visitor arrangements revised to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions. | |  | |  |  |  |
| **Providing and explaining guidance** | | | | | | |
| Clear guidance on social distancing and hygiene provided to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. | |  | |  |  |  |
| Host responsibilities relating to COVID-19 established and any necessary training for people who act as hosts for visitors provided. | |  | |  |  |  |
| Entry and exit routes for visitors and contractors reviewed to minimise contact with other people. | |  | |  |  |  |
| Working collaboratively co-ordinated with landlords and other tenants in multi-tenant sites, for example, shared working spaces. | |  | |  |  |  |
| **Keeping the workplace clean** | | | | | | |
| Work areas and equipment are frequently cleaned between uses, using the usual cleaning products provided. | |  | |  |  |  |
| Objects and surfaces that are touched regularly are cleaned frequently, such as door handles and keyboards, and making sure there are adequate disposal arrangements. | |  | |  |  |  |
| Workspaces and belongings cleared and waste removed from the work area at the end of a shift. | |  | |  |  |  |
| There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. | |  | |  |  |  |
| Any cleaning after a known or suspected case of COVID-19 will be undertaken in accordance with the cleaning risk assessment and the specific Government guidance. | |  | |  |  |  |
| **Hygiene – handwashing, sanitation facilities and toilets** | | | | | | |
| Signs and posters used to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. | |  | |  |  |  |
| Regular reminders and signage provided to maintain personal hygiene standards. | |  | |  |  |  |
| As a minimum hand sanitiser in reception areas to enhance good hand washing procedures and where necessary in multiple locations provided in addition to washrooms. | |  | |  |  |  |
| Clear use and cleaning guidance for toilets set to ensure they are kept clean and social distancing is achieved as much as possible. | |  | |  |  |  |
| Enhanced cleaning in place for busy areas. | |  | |  |  |  |
| **Changing Rooms & Showers** | | | | | | |
| Where shower and changing facilities are required, there is clear use and cleaning guidance and cleaning stations for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. | |  | |  |  |  |
| **Handling goods, merchandise and other materials** | | | | | | |
| There are cleaning procedures for goods and merchandise entering the site. | |  | |  |  |  |
| Greater handwashing and handwashing facilities introduced for workers handling goods and merchandise and providing hand sanitiser where this is not practical. | |  | |  |  |  |
| Areas where people directly pass things to each other, for example office supplies, are identified and ways to remove direct contact, such as using drop-off points or transfer zones are found. | |  | |  |  |  |
| Non-business deliveries restricted, for example, personal deliveries to workers. | |  | |  |  |  |
| **PPE** | | | | | | |
| PPE is provided in accordance with the preliminary COVID-19 risk assessment and risk assessments for the activities undertaken. PPE is free of charge to workers who need it. Any PPE provided fits properly. | |  | |  |  |  |
| **Work-related travel** | | | | | | |
| Non-essential travel is minimised – consider remote options first. | |  | |  |  |  |
| The number of people travelling together in any one vehicle is minimised, using fixed travel partners, increased ventilation when possible and avoiding sitting face-to-face. (Note: UOB vehicles should not be used for personal mileage.) | |  | |  |  |  |
| Shared vehicles are cleaned between shifts or on handover. | |  | |  |  |  |
| Where workers are required to stay away from their home, the stay is centrally logged and any overnight accommodation is checked to make sure it meets social distancing guidelines. | |  | |  |  |  |
| Procedures are in place to minimise person-to-person contact during deliveries to other sites. | |  | |  |  |  |
| Consistent pairing where two-person deliveries are required is maintained. | |  | |  |  |  |
| Contact during payments and exchange of documentation is minimised, for example, by using electronic payment methods and electronically signed and exchanged documents. | |  | |  |  |  |
| **Communications & Training** | | | | | | |
| Clear, consistent and regular communication is provided to improve understanding and consistency of ways of working. | |  | |  |  |  |
| Staff briefing paper / communication issued setting out new back to work conditions and required behaviours – on arrival at work premises, operating in work premises and exiting work - including   * new entrance protocols; * how to reduce "in-person" interaction with colleagues, vendors and customers to the extent possible; * social etiquette re sneezing and coughing; * mandated use of hand sanitiser in arrival and key touch points; * work station and key board cleaning protocols; * revised cleaning policies to be implemented; * reinforcement of good COVID-19 practices - washing hands and avoiding face contact; * what will be made available regarding food & drink – what will no longer be available; * what other changes to expect addressing non availability of certain items (eg. fruit bowls, cutlery, plates, mugs etc); | |  | |  |  |  |
| Employees inducted on any new QHSE arrangements   * fire procedures; * first aid; * emergency arrangements in the event of a person showing symptoms. | |  | |  |  |  |
| Workplace support, such as fire wardens and first aiders, briefed on appropriate guidance and instructions on COVID-19 issues during a crisis or emergency. | |  | |  |  |  |
| There is ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments. | |  | |  |  |  |
| There is awareness and focus on the importance of mental health at times of uncertainty. | |  | |  |  |  |
| Simple, clear messaging is used to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. | |  | |  |  |  |
| Visual communications is used, for example, whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications. | |  | |  |  |  |
| Approaches and operational procedures to suppliers, customers or trade bodies are communicated to help their adoption and to share experience. | |  | |  |  |  |
| **Inbound & Outbound Goods including Post** | | | | | | |
| Pick-up and drop-off collection points, procedures, signage and markings revised. | |  | |  |  |  |
| Unnecessary contact at gatehouse security, yard and warehouse has been minimised. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking. | |  | |  |  |  |
| Methods to reduce frequency of deliveries considered, for example by ordering larger quantities less often. | |  | |  |  |  |
| Where possible and safe, single workers load or unload vehicles. | |  | |  |  |  |
| Where possible, the same pairs of people are used for loads where more than one is needed. | |  | |  |  |  |
| Drivers enabled to access welfare facilities when required. | |  | |  |  |  |
| Drivers encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-ways. | |  | |  |  |  |
| **Further Comments:** | | | | | | |

**Useful Contacts:**

**Postal Services:** [postalservices@contacts.bham.ac.uk](mailto:postalservices@contacts.bham.ac.uk)

To be used to advise any changes of delivery requirements and agree one central delivery point.