



Covid 19 Return to Work Key Considerations

with Optima Training & Consulting

What are the key questions that businesses need to ask themselves as they plot their return to work or continue to work in the new Covid Landscape. What is involved and what needs to be considered to be fully compliant and protect your business and your staff



General

- If not currently operational - have you identified a start date to return
- Have you commenced working on your Covid Response Plan
- Can your business physical distance or is remote working required
- Are you utilising a phased reintroduction or shift work to lessen risk
- Have you made decisions on limiting contact - canteens/meetings etc



Health & Safety

- Have you updated your Safety Statement in relation to Covid 19
- Have you updated your Risk Assessments & SOP for Covid 19
- Have you established who will conduct Internal Audits and When
- How will you ensure Physical Distancing rules are adhered to
- Have your staff been competently trained
- Have you established your Detection & Response procedures for covid



HR

- Who has been appointed to manage your Covid Response
- Have you updated your Employment Handbook re Policies & Procedures
- If Temperature Scanning is being introduced - has it been communicated
- Are there changes to be introduced to for specific Covid related sanctions
- Pre Back to Work Questionnaire & Covid Re-Induction



GDPR & Data Protection

- Are you intending to record medical data?
- Who will record it - Where will it be stored - How long will it be retained for?



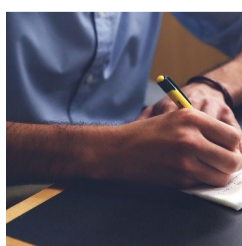
Infection Prevention & Control

- Have you arranged for your deep clean
- Have you Sanitising Stations at common touchpoints
- PPE Policy- Gloves/Masks/Visors...have you stock
- Have you documented Etiquette on Coughing/Sneezing/Physical Contact
- Have you your waste disposal plans established



Communication

- Do you have a Communications Policy - How
- What do you propose to communicate to staff and over what medium
- What do you communicate to contractors/clients/suppliers
- Internally - have you sufficient signage to give clear direction/advice



Business Continuity & Leading Post Covid

- Have you established business continuity precautions re Key Management
- Have you established business continuity precautions re General Staffing
- Have you established business continuity precautions re IT/Other Facilities
- Considerations on Leadership, Operations & Surviving / Growing Post Covid