

Getting your business ready

The essentials

Preparation is vital for a smooth transition from lockdown across the UK. Love Wimbledon is working diligently to deliver timely updates and advice to help your business re-open safely. Visit the dedicated [Covid-19 page](#) our website for additional resources and government guidance.

Key things to keep in mind:

The infection spreads by people and places

Person to Person
Person to Surface

3 elements to consider

Physical distancing
Surfaces
Point of Sale

Communication is key for a smooth process in order to keep employees, customers and providers up to date with your policies and measures in place to help provide reassurance, meet expectations, minimise anxiety and make a simple transition.



Review your staff policies

Staff and schedule plan

Risk assessments

Internal communications

- Review safety processes and risk assessments in place for employees in line with national government guidance on COVID-Secure business
- Create a staff plan to reflect working from home, return to work, fixed teams on shift patterns, flexible working and potential support to work from home
- Consider:
 - Prioritising working from home
 - Vulnerable staff
 - Safe commuting available
- Circulate new policies, health measures and timescales with staff and across the workplace
- Devise advice on safe commuting
- Order the necessary PPE for staff to undertake their work safely
- Check if your staff can apply to be tested. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>



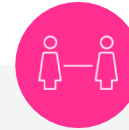
Check your venue

Policies review

SLA review

Facility inspections

- Review:
- Internal policies to meet with landlord, managing agency and/or head office policies and guidance
 - Heating, ventilation, air conditioning and mechanicals ahead of re-opening
 - Fire/Life Safety systems
 - SLA cleansing services and frequency
 - Security measures for your office



Introduce physical distancing

Health and safety checks

Office traffic management

Access points

- Identify and control access points for staff, customers and providers, consider one way systems to allow for distancing
- Work with your local authority, BID and/or managing agency/landlord regarding support managing potential issues with queuing or access
- Display health and safety policies in place across the workspace
- Provide PPE as required by the risk assessment
- Encourage increasing the frequency of hand washing
- Limit face to face meetings and use alternative technology
- Apply social distancing on:
 - Office space
 - Separation panels, alternate seating spaces
 - Communal areas
 - Reduce maximum capacity allowed and introduce flexible time slot usage
 - Customer facing areas
 - Display social distancing spaces
 - Consider protective measures for employees where necessary



Review surfaces & point of sale

Cleansing plan

Sanitising availability

Minimising risks

- Review cleansing plan including potential new areas, hot spots, services, frequency and appropriate products recommended by [Public Health England](#)
- Disable touchscreens, consider low-touch or no-touch switches, doors, drawers and other fittings
- Remove high-touch shared tools such as whiteboard markers and remote controls
- Consider restocking with food/beverage single-serving items
- Provide sanitizer and cleansing products
- Implement a clean desk policy
- Identify safe storage areas for personal items
- If possible, designate a specific enclosed room to isolate any person identifying themselves with symptoms