



Dear NUL BID Business Owner

The UK Government has now announced plans to ease the COVID-19 Lockdown and encourage a gradual return to work for businesses.

Their focus is very much on ensuring all employers fully commit to making their workplaces safe for staff to return to and, as an employer, you have a duty of care to provide a safe and healthy place of work.

So, for businesses who have closed their doors, or whose staff are either furloughed or working from home, you need to start putting plans in place for reactivating your business now. To support you in your plans, our **Business Re-Opening kit** covers some of the essential elements needed to get your business up and running again:

- 2 x Social distancing floor stickers
- 1 x Social distancing A4 poster
- 2 x PPE masks
- 1 x 100ml hand sanitiser

[Click here to claim your Business Re-Opening kit](#)

Kits will be ready by early June, click the link above and we'll be in touch once they are ready.

We will also be making our Essential Guide to re-opening available as a downloadable PDF - giving you the added assurance that the guidance you are taking is being updated in line with the latest Government directives.

Preparing your Business for re-opening THE ESSENTIALS

We have details below of the important things you will need to consider as part of your re-opening action plan.

Staffing:

- 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
 - a) Vulnerable staff
 - b) Prioritising working from home
 - c) Safe commuting
- Circulate new policies, health measures and timescales with staff and across the workplace
- Provide advice on safe commuting
- If necessary, source PPE for staff to undertake their work safely
- To check if your staff can apply to be tested, please click [here](#)

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Your premises:

- Internal policies to meet with landlord, managing agency and/or head office policies and guidance
- Review heating, ventilation, air conditioning and mechanicals ahead of re-opening
- Clean work areas frequently and removing waste from work areas regularly
- SLA cleansing services and frequency
- Introduce messaging that encourages regular hand washing
- Provide hand sanitiser where possible
- Implement a clean desk policy

Implement social distancing:

- Identify access points for staff and customers, 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 queueing or access
- Display health and safety policies in place across the workspace
- Limit face to face meetings and use alternative technology
- Apply social distancing where possible in - Office space, Communal areas, seating areas

Counters / Points of sale:

- Review cleaning schedule including new areas, hot spots, services, frequency, and appropriate products recommended by Public Health England. Visit Gov.uk [here](#)
- Disable touchscreens, consider low-touch or no-touch switches, doors, drawers, and other fittings
- Implement a clean desk policy
- Identify safe storage areas for personal items

Further advice on the various business sectors

- Advice for Shops and branches - Click [here](#)
- Advice for Restaurants - Click [here](#)
- Advice for Offices - Click [here](#)

Government COVID19 Secure Guidelines

Government advice can be found [here](#)