



## Back to Work Plan- COVID 19

There are many things to remember when you re-open your business, a number of crucial requirements must be included in your back to work plan for re-opening.

**Complete a COVID-19 risk assessment.** If you have not done so already. This is legal requirement see link below. Share it with all your staff.



**Wear a visor and mask.** Staff should take precautions due to the time spent in close contact with clients. This should take the form of a clear visor or goggles **and** a Type II face mask to keep themselves and their clients safe. A standard cloth face covering is not acceptable in replacement of the Type II mask.

Provide sufficient supplies of masks for your staff and provide training on how to wear face masks safely. See over for advice on this.

**Your customers must wear face coverings.** this is a legal requirement whilst on your premises. Be aware of the exemptions see link below.

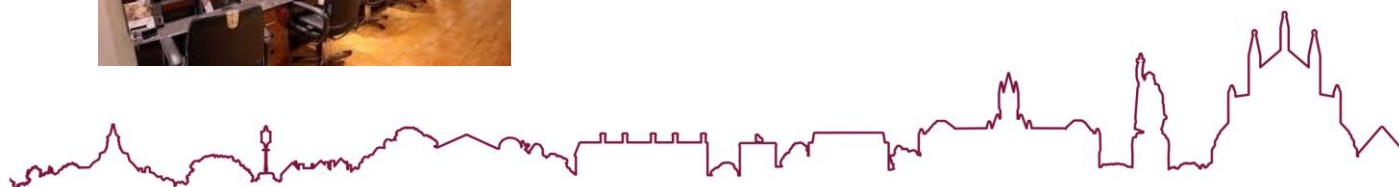
**Communicate and train.** Make sure all staff and customers are kept up to date with how safety measures are being used and updated. For instance, guide customers to hold their face covering in place and unloop the side where access is needed to parts covered by their face covering.



**Clean more often.** Increase how often you clean surfaces, especially those that are being touched a lot. Ask your staff to use a hand sanitiser and wash their hands frequently. See link below for information on **Viral cleaners**.



**Help your staff maintain social distancing.** Consider using barriers between workstations, introduce back-to-back or side-to-side working, and have staff work in the same team each day.



Calculating the maximum number of clients that can reasonably follow social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable)

**Make sure everyone is social distancing.** Make it easy for everyone to do so by putting up signs or introducing a one way system that your customers can follow.

### Help protect your staff

Ask questions of your clients ahead of their appointment, including:

- Have you had the recent onset of a new continuous cough?
- Do you have a high temperature?
- Have you noticed a loss of, or change in, normal sense of taste or smell?



If the client has any of these symptoms, however mild, they should stay at home and reschedule their appointment.

**QR Codes** You must download a QR poster unique to your business premises. This is a legal requirement. See link below.

### Legionnaires' disease: lockdown risk and reopening safely

When buildings reopen after lockdown, it is essential that water systems are not put back into use without considering the risks of Legionnaires' disease. There is an increased risk of waterborne pathogens such as Legionella bacteria being present as a consequence of the conditions that lockdown may have created.

### Useful links

- [www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf](http://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf)
- [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services)
- [www.beautyandhairdressing.co.uk/Download-your-free-back-to-work-salon-posters](http://www.beautyandhairdressing.co.uk/Download-your-free-back-to-work-salon-posters)
- [www.gov.uk/create-coronavirus-qr-poster](http://www.gov.uk/create-coronavirus-qr-poster)
- [www.cieh.org/media/4208/legionella-guidance-covid-19.pdf](http://www.cieh.org/media/4208/legionella-guidance-covid-19.pdf)

Help is also available from City Centre Ambassadors who patrol the City throughout the day and Environmental Health Staff at [eh@winchester.gov.uk](mailto:eh@winchester.gov.uk)

