

# The essential Checklist

## Getting your Business ready for reopening



Huddersfield BID are here to support you with a smooth transition from Lockdown to reopening in Huddersfield Town Centre. This checklist will help you get your business ready for staff and customers following the Government guidance for businesses.

### Check your venue

You **must** review these following items;

- Internal Policies to meet with the Landlord, managing agency and/or head office policies and guidelines.
- The heating, ventilation, air conditioning, mechanicals and/or IT equipment are working.
- The fire and safety systems are working and in place.
- Cleaning services and frequency is updated and reviewed.
- Extra security measures in the office for your and your staff's safety.



for enquiries contact:  
enquiries@huddersfieldbid.co.uk

You can also visit our website to find useful information to help you through reopening and adapting to the 'new normal' at [www.huddersfieldbid.co.uk](http://www.huddersfieldbid.co.uk)

### Review your Policies

- Review safety measures and risk assessments in line with government guidelines on COVID secure business.
- Create a staff plan to reflect working from home, return to work, fixed teams on shift patterns, flexible working and supporting staff working from home.
- Prioritise the following three things; working from home, Vulnerable staff and Safe commuting.
- Staff awareness on the new policies, health measures and timescales.
- Advise on safe commuting; Can staff walk? Ride a bike? Or use a car? Advise staff to avoid public transport if they can.
- Ensure you have correct PPE for all staff.
- Check if your staff can be tested, for Coronavirus, you can check online at <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

### Apply social distancing

- Introduce one way systems to control traffic flow around the business.
- Work with your council, BID or managing agency/Landlord for support with managing potential issues with queuing or access.
- Display Health and Safety policies.
- Provide PPE alongside the risk assessment.
- Encourage the frequency of washing hands and workspace.
- Introduce online meetings where possible, rather than face to face.
- Apply social distancing on;
  - Office Space
  - Waiting Areas
  - Seating Areas
  - Reduce number of visitors
  - Flexible time slots
  - Customer facing areas
  - Display social distancing measures and reminders
  - Protective measures for employees where necessary

### Review surfaces and point of sale

- Review cleansing plan, including new potential areas, hot spots, services frequency and appropriate products recommended by Public Health England
- Prevent customers using touchscreens and consider low-touch or no-touch switches, doors, drawers and other fittings.
- Remove shared high touch tools, such as remote controls and board pens.
- Consider restocking with food/beverage single-serving items.
- Provide sanitisation and cleansing products.
- Implement a clean desk policy.
- Identify safe storage areas for personal items.
- If possible, anyone showing signs of symptoms, designate a room for them and send them home to isolate for 7 days. If someone else shows signs in the household, isolate for 14 days.