



STAY SAFE – SHOP LOCAL



COVID-19 REOPENING PREPARATIONS

Use the checklist below to help ensure you are ready and prepared for reopening.

- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work from home
- We have taken all reasonable steps to maintain a 2m distance in the workplace
- Where people cannot be 2m apart, we have done everything practical to manage transmission risk

WHAT TO THINK ABOUT:

RISK ASSESSMENT

HSE (the Health and Safety Executive) has provided guidance is for employers designed to help you make your work and workplace safe (be COVID-secure). The [guide](#) provides an overview of practical measures you can take, including help with how to maintain social distancing in your workplace, staggering shifts, cleaning and how to talk with workers.

PHYSICAL DISTANCING

The Coronavirus Regulations impose a legal requirement on workplaces to take all reasonable measures to ensure a 2 metre distance is maintained between persons on their premises – find the guidance [here](#) and [here](#).

SIGNAGE

[Welsh Government](#) and [Business Wales](#) have produced a range of resources to help employers keep their workplace safe. If you are looking to develop you own resources the [Helo Blod](#) team may be able to help with free Welsh translation.

WORKFORCE HEALTH

If someone becomes unwell in the workplace with a new, continuous cough; high temperature; the loss or a change in their normal sense of smell or taste they should be sent home and advised to follow the advice to stay at home. Further information [here](#).

TEST, TRACE AND PROTECT

Employers' have a responsibility to help with [coronavirus testing and contact tracing](#).

PPE

At present, [UK Government advice](#) suggests that additional PPE beyond what you usually wear is not beneficial within the workplace. However, [Public Health Wales and the Welsh Government](#) advises that in some circumstances where it might be difficult to stay 2m away from others, the use of three-layer, non-medical face coverings may be beneficial, in line with the World Health Organisation's latest [technical advice](#).

USEFUL GUIDANCE:

Welsh Government: [Business and employers: coronavirus](#)

Business Wales: [Covid 19: Support for Business](#)

HSE: [Working safely during the coronavirus \(COVID-19\) outbreak](#)

Please note, this information is not intended to be directional in nature but informative. It does not represent legal advice.