

Workplace - After Lockdown

What will your workplace look like after lockdown?



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1. Communication

- your employees will be nervous about returning to work; wondering how this will be achieved, what safety measures will be in place etc. Start communicating now, express your plans and offer reassurance that safety is pivotal to the reopening of the business.

2. Who can return?

- speak to employees to ascertain who can return to work? It is possible that you have some employees who are vulnerable, self-isolating or have childcare commitments/ caring responsibilities.

3. Layout and seating

- consider the layout of the workplace, which areas can be used, those that cannot. Work out what equipment is essential and what can be moved.

4. Communal areas

- how can these be adapted or what measures are needed to ensure employees have access to refreshments and bathrooms.

5. Rota

- look at staggering working hours, implementing shifts and staggered starting times.

6. Hygiene

- set up a process that must be undertaken and designate responsibilities to employees, draft policies that must be followed and adhered to.

7. Contingency

- have a backup plan for if we have to lockdown again, staff illness or if you are unable to obtain materials to operate. Consider how you can operate without a full workforce.

8. Furlough

- the Government has increased Furlough Leave until the end of June 2020 but what will you do after? Consider your business model and plan after Furlough Leave has expired and any changes or restructures that you may need to make.

9. PPE

- protective equipment will become an essential part of the new world. Consider and obtain any equipment that may be necessary to allow the safe return of your

10. Plan

- have regular meetings to discuss how your business will operate with the changes. Do not be afraid to change the plan, a plan can be versatile but no plan can be troublesome.

