**Toolkit Planning Assumptions**

**(Based on anticipated government advice as at 07/07/20, to be updated as it changes)**

*Responsibility on businesses*

Businesses will shoulder primary responsibility for ensuring a safe return to work for their employees, and it remains the case that those who can work from home must continue to do so.

Any business with more than five employees must produce a written risk assessment of working conditions for their staff if they wish to reopen.

Shielded “extremely vulnerable” people will continue to need to work from home. Businesses must help non-shielded “vulnerable” people work from home where possible, or take extra care enforcing social distancing around them in the workplace.

*Anticipated guidance for all workplaces*

* Staggering arrival/departure times to reduce crowding in and out
* Providing additional parking or bike racks
* Reducing congestion, for example by having more entry points to the workplace.
* One for entering the building and one for exiting if possible
* Handwashing or hand sanitation at entry and exit points
* Alternatives to touch-based security devices such as keypads
* Storage for staff clothes and bags
* Staff to change into work uniforms on site using appropriate facilities/changing areas
* Washing uniforms on site rather than at home
* Discouraging nonessential trips within buildings and sites
* Reducing job and location rotation, for example, assigning employees to specific floors
* Introducing more one-way flow routes through buildings
* Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs
* Regulating use of corridors, lifts, and staircases
* Reviewing layouts to allow staff to work further apart from each other
* Using floor tape or paint to mark areas to help staff maintain 2 metres
* Avoiding employees working face to face — working side by side or facing away from each other where possible
* Using screens to create a physical barrier between people where appropriate
* Staggering break times to reduce pressure on the break rooms, using outside areas for breaks
* Using protective screening for staff in receptions or similar areas
* Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions
* Providing packaged meals or similar to avoid opening staff canteens

*Anticipated guidance for office workers*

* Office staff should work from home if at all possible.
* Employees in roles critical for business can go in
* Employees who cannot work from home due to home circumstances can go in
* Planning for the minimum number of people needed on site
* Monitoring the wellbeing of employees who are working from home
* Keeping in touch with off-site employees including welfare, mental and physical health and personal security
* Review layouts, line setups, or processes to let employees work further apart
* Arranging for employees to work side-by-side or facing away from each other
* Screens to create a physical barrier between people
* Floor tape or paint to mark areas to help employees keep to a 2-metre distance
* Avoiding use of hot desks and spaces
* Limiting use of high-touch items and shared office equipment
* Using remote working tools, to avoid in-person meetings
* Avoiding transmission during meetings, avoiding sharing pens
* Only necessary participants should attend meetings
* Hand sanitiser in meeting rooms
* Holding meetings in well-ventilated rooms
* Limiting or restricting occupancy in group interaction spaces
* For areas where regular meetings take place, using floor signage to help people maintain social distancing