# Post Coronavirus Reopening Checklist – What to do before opening up for business again in 2021

As businesses begin to open, employers will need detailed plans to keep their workers and customers safe. Not sure where to start? Use our checklist below and thought starters to help begin planning your coronavirus-comeback.

## Safety Considerations – I will need to:

☐ Pre-clean our facilities and devise a cleaning plan going forward

☐ Source PPE and safety supplies for my staff

☐ Re-work floor plans and traffic flow for staff, visitors and customers

☐ Develop safety policies and communication strategies to protect my employees & customers

☐ Review all our risk assessments

☐ Review safety training and update as required

## People Priorities – I will need to:

☐ Decide who I need back at work

☐ Discuss both onsite and remote working pros/cons with my staff

☐ Plan my return to work conversations with my staff

☐ Discuss any HR with my HR provider either inhouse or external

☐ Discuss furlough arrangements with my accountant

☐ Create a plan to engage onsite and remote staff

☐ Review training requirements and update staff on any new procedures

☐ Discuss medical concerns with staff and update health records

## Business Strategy – I will need to:

☐ Review my product & service to align with current requirements

☐ Plan customer reacquisition and how to gain new customers

☐ Review projected revenue and expenses, talk with my accountant

☐ Do I need to speak to a business consultant to help build my business?

## Facilities Requirements

Building shutdown considerations 2 weeks + of opening – Do I need to:

☐ Test Fire Alarm System & confirm with the Alarm Receiving Centre that auto dial out is fully functioning

☐ Test Intruder Alarm System & confirm with the Alarm Receiving Centre that auto dial out is fully functioning

☐ Test Emergency Light Systems for out of hours entry

☐ Check External Lighting is functioning for out of hours entry

☐ Turn on all necessary electrical equipment and test it is working correctly

☐ Ensure all required battery charging/charges are reconnected to the electrical supply's

☐ Unsecure all Compactors & Euro Bins to be ready for operation

☐ Check all chemicals, ignitable liquids, COSHH etc. have not been disturbed and remain stored safely and secure

☐ Switch on all Water Heaters, Kettles etc.

☐ Re-Set all A/C and Heating Systems to winter mode as required

☐ Reconnect water supplies as required, flush any lines being mindful of any potential Legionella issues on re-entry

☐ Restore Gas, Water & Electricity supplies ready for operational status

☐ Restore Compressed Air and drain down ring mains

☐ Check back-up generators and ensure fuel levels are maintained

☐ Check all Fire Doors are functioning before re-entry of users

☐ Conduct a walkthrough to ensure the building has no facility issues (leaks, breakdown etc.) before re-opening

☐ Check Security of building/s and check intruder alarms

☐ Ensure all final exit site gates are serviceable and fully functional

☐ Check daily security checks of all buildings and site walkarounds where appropriate

## Building Administration Preparation

☐ Ensure all home mobile phones & laptops are returned once homeworkers return

☐ Remove forwarding of desk phones to appropriate staff

☐ Inform Fire Service and Police of Building has been reopened if required

☐ Inform Royal Mail of opening and to remove any redirect or retained post order

☐ Review BCP & Emergency Preparedness & Response plans with key personnel to capture any lessons learned from shut down

☐ Inform landlord, if applicable, of opening, and provide appropriate contact information

☐ Check any refrigerators, etc. and clean as required

☐ Notify Insurance Company of intended opening and date

☐ Notify all Service Providers and suppliers of intended opening and date

☐ Check with Maintenance Team and review any callout or emergencies

N.B

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