

Managing Coronavirus

A Checklist.

Business Contingency:

- Assess the risk of exposure in your business, make sure you include any overseas or remote workers.
- If you work on customer sites ensure you are aware of their plans and how you can work with them.
- Remind yourself of your business contingency plan/pandemic contingency plan. If you don't have one ensure that you have something in place.
- Create a work contingency plan in case key members of the workforce are absent.
- Consistently review your financials and check whether you need to take steps to reduce costs some examples are lay off staff, reduced working etc.

Travel and Meetings:

- Consider bringing employees who are located abroad home and consider isolation implications.
- Make arrangements for any meetings to be held over video conferencing or postpone them
- Send communication to all employees about the implications at work/of work travel and to remind them of good hygiene measures. Keep employees informed.
- Ask employees to keep you informed of any overseas travel so you can manage their return
- Consider postponing any large work-related meetings or conferences, training courses etc or any external events.
- If meetings must go ahead face to face then ensure it is in a large room so people can continue social distancing (1 metre apart).

Policies and Procedures:

- Review all of your related policies for example sick/absence policy, annual leave, dependants leave, homeworking, disciplinary and grievance. Complete a full HR policy audit.
- Remind employees of your policies and procedures so everyone is aware.
- Decide how you will deal with pay during self-isolation e.g. will it be no pay, sick pay, full pay etc?
- Assess whether employees can work from home instead of coming into the workplace.
- Remind employees of any employee assistance programme to then if they have any general concerns about the virus.

Office Protocol:

- Ensure that there are sufficient soap supplies available and consider supplying tissues and hand sanitiser for staff.
- Speak to those responsible for cleaning the workplace and ask for more frequent deep clean.
- Make sure managers and employees are aware of Coronavirus symptoms so they can spot it quickly and that they know how to react and respond.

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