**Thinking of returning to the office?**

**An initial checklist**

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| Action | What it involves | Further guidance |
| Risk assessment  | Carry out a formal risk assessmentConsult with trustees, staff and volunteersShare the result of risk assessment with staff and volunteers | Use HSE guidance and templates <https://www.hse.gov.uk/simple-health-safety/risk/index.htm> |
| Put cleaning and handwashing procedures in place | Provide hand sanitiser and hand drying facilitiesEstablish cleaning routines for busy areas | <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> |
| Consider needs of individual staff and volunteers and make an individual plan | In particularThose shieldingThose caring for someone who is shieldingThose with school age children not in schoolThose in vulnerable groupsThose who must se public transport to arrive at work  | <https://croner.co.uk/resources/business-advice/coronavirus-qa-advice-for-employers/> |
| Social distancing for staff and users | Signs to remind people – including in other languages if appropriateOne way flowsNo desk sharingReview waiting / reception areasFloor tape to mark out areasVisitors by appointment only  | <https://knowhow.ncvo.org.uk/coronavirus/protecting-your-staff-volunteers-and-beneficiaries#section-3><https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> |
| Other measures | Put staff in fixed “teams” to minimise contactBring staff in on “shifts” eg 2 days/week or alternate weeks – otherwise continue working at homeReduce length of time of any face to face activitiesStagger arrival and departure timesReview how activities are carried out |  |
| Legal  | Have you checked your insurance?Have you reviewed your sick leave policy?Do you have a policy for those self isolating? | <http://www.trust.org/trustlaw/coronavirus/><https://newsandviews.zurich.co.uk/wp-content/uploads/2020/02/Organisational-Resilience-Guidance-on-Pandemic-Planning.pdf><https://croner.co.uk/resources/business-advice/coronavirus-qa-advice-for-employers/> |
| Funders | Have you been in touch with your funders to discuss expectations and sensible adjustments? Have you a contingency plan to deal with shortfalls in funding including a policy for making staff redundant and a closure policy?  | <https://knowhow.ncvo.org.uk/coronavirus/contingency-planning-and-financial-implications#section-5> |
| Trustees | Are trustees appropriately involved in decision making and risk assessment?  | <https://blogs.ncvo.org.uk/2020/03/17/coronavirus-and-governance-what-charity-trustees-need-to-think-about/> |