



OUR TIPS FOR YOUR RE-START



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Now the Government has provided some information about the process of easing lockdown measures, businesses will be turning their minds to getting back up and running. From safety checks to supply chain disruption and security measures to staffing, getting back to business is more than just switching the lights back on. In this article we help you figure out where to start.

BEFORE YOU BEGIN OPERATIONS:

You should answer the following questions:

- What happened when the building was unused? Are there signs of burglary, damage or soiling?
- Are fire and security alarms, emergency lighting, fire extinguishers and video surveillance still working?
- Are the emergency plans and emergency teams still up-to-date and optimally staffed?
- Can the distance and hygiene rules be ensured?



- Do temporary workplaces have to be set up to maintain the minimum distances? Do you need extension leads or are additional power sockets necessary? Is the equipment utilisation checked and are potential hazards minimised?
- Are there areas where your employees work closely together? Are perspex barriers installed?
- Have you communicated the distance and hygiene rules to all employees? Do they know about their responsibility towards others and that they should stay at home if they show symptoms or have had contact with infected people?
- Can all supply chains be re-established? Are there raw material shortages?
- Do customers still order the same quantities?
- Do products or raw materials need to be stored? Can safety distances and sprinkler rules be complied with?
- Can production be resumed? Have the processes been checked before electricity, water etc. are turned on again?
- Have all devices and machines been completely inspected?
- Are new contractors needed? Has their qualification been sufficiently checked? Is a training period necessary?
- Are new employees sufficiently trained and educated? Are they familiar with their tasks? And do they know the rules of conduct in emergency situations?

SO THAT YOU CAN START AGAIN

- you should rotate personnel to gradually bring staff back on board, supported by appropriate refresher training.
- review your contingency plans and business continuity plans to determine what can be enhanced based on what worked and what didn't leading up to and during the crisis period; also, take on board any new learnings from the Covid-19 disruption from your company's experiences and from your business sector in general.
- keep an eye on the government's announcements regarding Covid-19 rules and policies and only relax precautionary measures to the extent that you can continue to achieve on-going compliance.

When you work through this checklist step by step, nothing stands in the way of your reopening.

We wish you a successful restart
BELFOR.