

Today's Agenda

- Brief overview of issues to consider as you Plan and Manage your Recovery
- Introduction to Break-out Rooms
- Break-out Rooms – discussion around areas of concern for YOU and YOUR organisation
- Overview of Concerns – Summary
- End



Managing Recovery

Income Generating Services



**Dorset
Community
Action**



Recovery Planning

- How might you restart?
- How might you need to change?
- What funding might help “bridge the gap” until you are back up and running?
- Remember – Government will dictate stage.

The aim is to have a plan for gradually restarting

- Keeps costs low – Income is low
- Phased Planning – **Activity / When / How**



Recovery Planning

ACTIVITY	WHEN	HOW (who)
Risk Assessment (update and/or new)	Immediately start to plan	Trustees / Directors (volunteers) - Can not use Furloughed Staff
Plan date of restart - reopening	Immediately start to plan	Trustees / Directors (volunteers) - Can not use Furloughed Staff
Fundraising to pay for cleaning	May-June	Can we use Trustees to look and write bids? Can we recruit a volunteer to help with bid writing? Can we approach DCA to help? Can not use Furloughed staff (training?)
Cleaning of Premises	2 Weeks prior to opening	Book cleaner / Bring staff back from Furlough / Volunteers - link to funding/cost (Cash flow?)
Communications		
Training		
Signage		



Government Covid-19

Working Safely Guidance



5 STEPS TO WORKING SAFELY

1. Carry out a COVID-19 risk assessment

Before restarting work you should ensure the safety of the workplace by:

- carrying out a risk assessment in line with the [HSE guidance](#)
- consulting with your workers or trade unions
- sharing the results of the risk assessment with your workforce and on your website

2. Develop cleaning, handwashing and hygiene procedures

You should increase the frequency of handwashing and surface cleaning by:

- encouraging people to follow the [guidance on hand washing and hygiene](#)
- providing hand sanitiser around the workplace, in addition to washrooms
- frequently cleaning and disinfecting objects and surfaces that are touched regularly
- enhancing cleaning for busy areas
- setting clear use and cleaning guidance for toilets
- providing hand drying facilities – either paper towels or electrical dryers

3. Help people to work from home

You should take all reasonable steps to help people work from home by:

- discussing home working arrangements
- ensuring they have the right equipment, for example remote access to work systems
- including them in all necessary communications
- looking after their physical and mental wellbeing



5 STEPS TO WORKING SAFELY

4. Maintain 2m social distancing, where possible

Where possible, you should maintain 2m between people by:

- putting up signs to remind workers and visitors of social distancing guidance
- avoiding sharing workstations
- using floor tape or paint to mark areas to help people keep to a 2m distance
- arranging one-way traffic through the workplace if possible
- switching to seeing visitors by appointment only if possible

5. Where people cannot be 2m apart, manage transmission risk

Where it's not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:

- considering whether an activity needs to continue for the business to operate
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working whenever possible
- staggering arrival and departure times
- reducing the number of people each person has contact with by using 'fixed teams or partnering'



Find out how to keep your workplace safe.

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>
- <https://www.charityretail.org.uk/we-have-published-our-reopening-pack>



R.P. – Things to Remember

- **Take care of people / Use Guidance**
- **Social Distancing / Hygiene / Teams**
- **Phased recovery** – plan stages early
- **New risks** – new plan!
- **Keep everyone informed**
- **Train staff/volunteers** – new ways of working
- **External communications** – build desire!!
- **Use staff effectively** – immediate / slow-down / recovery

