1. Workplace selection

- Office based / remote
  i. Legislation / latest guidance
  ii. Location of premises (rural / urban / peripatetic)
  iii. Necessity to be at premises vs. controlling lone working
  iv. Transport availability and means
  v. Internal travel guidelines
  vi. External (including Overseas travel guidelines (e.g. journey planning))

- Visitor protocols for external and third-party meeting venues
  i. Advance notification / security requirements
  ii. Screening / testing requirements
  iii. Review third-party measures taken

- Start times
  i. Staggered start times
  ii. Review start and finish times to avoid peak hours on public transport

- Shift and Rotating workforces
  i. Handling shift changes
     1. Shift handovers
     2. Sanitisation between shifts
  ii. Transport to and from remote operations
  iii. Rotating workforces travelling long distances

- Communications
  i. Delivering high level decisions and implementing the strategy.

- Management of change
  i. Ensuring changes made are documented and adequately risk assessed

- IT / digitalisation
  i. Remote meeting options and etiquette
  ii. Bandwidth
  iii. Security implications / data privacy
  iv. Provision of the correct equipment
  v. DSRA and other risk assessments
2. The workplace

- Social distancing protocols / Revised building and room capacities
  i. Desk set-up
     1. Desk sharing / clear desk
     2. Enhanced cleaning and sanitisation
  ii. Meeting rooms
     1. Maintaining social distancing
     2. Sanitisation supplies
  iii. Operational facilities
     1. Maintaining social distancing for multiple-person jobs (e.g. maintenance) or where facilities restricted (e.g. down-rating headcount of refuges)

- Ventilation standards
  i. Is air recirculated or fresh air
  ii. Filters (to what standard?) fitted to air recirculation units

- Elevator protocols

- Legionella controls
  i. Building water services may have been out of use leading to stagnation and possible legionella growth

- Cleaning and sanitisation protocols developed
  i. Discussion with contractor on enhanced cleaning
  ii. On site contractor management
  iii. Increased stock levels to satisfy cleaning levels

- Visitor guidance, procedures and signage
  i. Ensure visitors are engaged and are aware of site enhancements.

- Catering
  i. Discussion with contractors on expectations (what are the expectations?)
  ii. Management of deliveries
  iii. Food preparation standards
  iv. Waste disposal (time on display)
2. The workplace (continued)

- On site amenities
  i. Mail rooms
  ii. Prayer rooms
  iii. Canteens
  iv. Mother rooms
  v. Gyms
  vi. Contractor areas
  vii. Smoking huts?

- Contractor / project management
  i. Review and postpone non-essential contractor activity
  ii. Revisit and risk assess essential contractor activity to ensure adequate arrangements have been made (distancing / adequate PPE / secure workspace / client supervision / inspection)
3. Health & safety management

- PPE protocols (stand-alone PPE or multi-hazard for hazardous installations)

- Provision and selection of a testing regime (where required) or review of 3rd party testing
  i. Employees
  ii. Contractors
  iii. Visitors

- Sickness / Illness reporting, notification and declaration procedures

- Managing COVID on site
  i. Securing
  ii. Detection
  iii. PPE
  iv. Isolation
  v. Response and evacuation planning (e.g. role of first aid)
4. People & culture

- Leadership
  i. Planning
  ii. Audit of protocols and management review (continuous improvement)

- Identification and management of vulnerable groups

- Managing mental health (who, how)
  i. Workplace based staff
  ii. Remote staff

- Values and behaviours
  i. Time management
  ii. Promoting an organisation
    1. Team meetings
    2. Communications from business leaders

- Work ethic

- Human resource provision
  i. Handling staffing issues (fatalities / injuries / redundancies)
  ii. Willingness to work (employer / employee rights)

- New starters / recruitment
  i. Interviews
  ii. Selection
  iii. Induction

- Child care / education (particularly during lockdown)

- Attendance management / annual leave
  i. Staffing availability (key roles, fatigue)

Please email any feedback, comments or enquiries relating to this document to covidguidance@energyinst.org