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Back to Business
Post-lockdown Workplace Checklist

As COVID-19 restrictions ease, the time has come to get back inside our workplaces. To help this transition flow as smoothly as possible we have created a handy guide to get you off to a flying start. So dust of your desks, boot-up your hard drives and get ready for action!

PEOPLE

Assess

- ○ Who needs to be in the office?
- ○ Are there new childcare priorities for members of your team?
- ○ Who has a high COVID exposure risk during their daily commute?
- ○ Will visitors be allowed in the building?

Act

- ○ Create a workplace schedule.
- ○ Ongoing work from home policy.
- ○ Update company policies.
- ○ Create a daily safety protocol.

Communicate

- ○ Streamline vital COVID communication - nominate team member/s to be the company point of contact for all matters COVID.
- ○ Circulate updated company policies and schedules via email before workplace reintroduction.
- ○ Reassure your team that their health is your priority and of the safety procedures you have put in place.

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Whether you're in an office, warehouse or retail store putting a system in place to ensure your team is safe and COVID-secure is essential to safely welcome your team back to the workplace.

WORKPLACE

Assess

- ○ Analysis of physical space - consider workstation social distancing guidelines. Is a seating plan and/or one way system required?
- ○ Who requires access to communal areas like kitchens, staff rooms, conference rooms etc?
- ○ Highlight any possible high-risk areas including heavy traffic and high touch areas.
- ○ Who will responsible for cleaning workstation and communal areas?

Act

- ○ Optimise physical space - move workstations to create more space if required.
- ○ Cleaning schedule - develop a clear concise plan everyone must adhere to.
- ○ Communal areas rota - For instance, is a lunch schedule required to avoid overcrowding in the kitchen? Do conference rooms need booking in advance to ensure deep clean before use?
- ○ Create a COVID exposure plan - What processes should your team follow if they show symptoms or are exposed to COVID. Consider whether you would need to close the workplace if this happens.

Communicate

- ○ Highlight safety procedures with signage.
- ○ Create a physical and/or virtual (e.g. Sharepoint) space for COVID related documentation.
- ○ Provide a hygiene station - Give your team open access to safety equipment including face masks, hand and workplace sanitiser etc.

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Blow off those cobwebs and ensure your business technology is up to task from the get go, ensuring less down time for you and your team.

TECHNOLOGY

Assess

- ○ Audit work from home systems - Was new software and/or hardware bought? Is it secure? Is it still required?
- ○ Review your processes and find out if the workflow can be streamlined?
- ○ Review your IT security, are you secure?
- ○ Review Disaster Recovery and Business Continuity plans

Act

- ○ Ensure all workstations & tills turn on - power them all on, monitors, scanners, credit card machines, printers etc ensure all accessories like mice and keyboards are correctly connected and working.
- ○ Perform a systems health check - Are you running up-to-date software? Are any new patches required and installed?
- ○ Schedule regular DR and Business Continuity testing.
- ○ Schedule a review with your Managed Service Provider.

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+44 (0) 20 3747 4366   support@pinnacaretail.com
Opt.1 Service Desk Mon to Fri, 9am - 5.30pm   Opt.9 24/7 Emergency
WWW.PINNACARETAIL.COM