**COVID-19 Planning for Reopening**

Group Name:

Contact Name:

Neighbourhood:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Recommendations** | **Yes/No** | **Action Required** |
| Reopening a building | Have you checked the UK [Government Guidance](https://www.gov.uk/guidance/opening-certain-businesses-and-venues-in-england-from-4-july-2020) to ensure your organisation can reopen?    Have you checked the UK Government sector specific advice for the sector you operate in?    [Social distancing in the workplace during coronavirus (COVID-19):](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#manufacturing-and-processing-businesses)    Have you checked with your insurance brokers that your insurance is still in place with your insurance company and no payments have been missed? |  |  |
| Is your building COVID-19 secure?  Does your building follow the [5 ways to working safely](https://assets.publishing.service.gov.uk/media/5eb97021d3bf7f5d43765cbf/staying-covid-19-secure-accessible.pdf).  If you run a multi-purpose community facility, have you checked the latest [government guidance](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities)?  This guidance includes the core principles for opening safely. It also includes permitted activities in multi-use community facilities. |  |  |
| How do you plan to keep people safe in the workplace?  The following survey will help you to think about what measures you need to put in place: [SJAworkingsafelyduringcovid](https://www.sja.org.uk/course-information/covid-19/working-safely-during-covid19-tool-and-advice?utm_source=Communigator&utm_medium=email&utm_campaign=Survey%20%2B%20tool%20test) |  |  |
| Have you completed a full risk assessment for your building? [Example risk assessment](https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm)s |  |  |
| Have you established policies for reducing the spread of infection, based on current advice. Promote advice on infection transmission and respiratory hygiene and request that persons displaying symptoms remain at home to your volunteers and the people attending your activities.    <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>  <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works> |  |  |
| Operational | Has the charity purpose changed? Do they reflect your current practices? Has your operating model changed? Do you intend to operate differently now?  For example:   * Community centres now being used as distribution centres for food packing * Mental health support workers now providing online counselling rather than face-to-face |  |  |
| All organisations will have to change how they operate to some extent. You should review all of your internal policies, risk assessments and safe systems of work to make sure they are still relevant. |  |  |
| Is there a clear communications plan and have you ensured that it is regularly updated?    Your plan should identify arrangements for communicating consistently with all volunteers, staff and your members or those who benefit from your groups activities. |  |  |
| Staffing & Volunteers | Have you considered your staffing & volunteer requirements for the next period? Do you have the same number of available volunteers? |  |  |
| Have you considered the effect this period has / will have on your group? i.e. Do you expect your group to carry on delivering as normal, do you expect activity to increase or decrease?    Have you considered whether there are any temporary or permanent changes to the way your group operates once it reopens that could result in:   * a reduced requirement for volunteers * an increased requirement for volunteers in some areas * changes to responsibilities / roles · changes to your operating hours and / or locations of work |  |  |
| Sector Specific guidance | There is lots of useful guidance available to support you and your group. We have selected some of those we think would be most useful to you:  [Re-opening Charity Shops](https://www.charityretail.org.uk/wp-content/uploads/2020/05/CRA-charity-shop-reopening-pack-V3.0-May-14-2020.pdf)  Re-opening Village and Community Halls  Re-opening Workspace | | |