# What sort of control measures may be appropriate?

Below is a list of suggested control measures to implement when planning your employees return to the work. It's important to continuously review the adequacy of all these control measures to assess their effectiveness, make changes which are needed and to keep consulting with employees throughout the process.

1. **Identify Vulnerable Staff Members**
   Identify any staff who are vulnerable to work from home where possible or provide a safe office/area in the workplace.

2. **Minimise Staff Numbers**
   Minimise the number of staff returning to the workplace by retaining as many as possible homeworking.

3. **Socially Distanced Desk Spaces**
   Physically move desks to observe the social distancing or at least tape desks off which are not to be used.

4. **Implement Social Distancing in Social Areas**
   Consider how to implement social distancing in common areas such as reception, corridors and the car park.

5. **Provide Personal Protective Equipment (PPE)**
   Provide PPE if decided by the risk assessment as a control measure. Remember face coverings are always the last control measure, not the first, and should only be used if social distancing is not possible.

6. **Restrict Lift Usage**
   Reduce the number of people allowed to travel in the lifts at any one time and display clear signage stating this.

7. **Install Perspex Shielding**
   Fit Perspex shielding where necessary.

8. Keep Updated on Government Guidance
   Follow the daily government guidance and implement new changes where necessary.

9. Create a Quarantine Area
   Designate a specific office/area to take staff who become ill and may be showing signs of the virus. Special arrangements to be in place for deep cleaning.

10. Review Emergency Assessments
    Review all emergency assessments – fire, first aid and consider sufficient cover is in place if staff

11. Keep Up Internal Communications
    Be open and honest with staff and provide clear, regular communications.

12. Update Staff on Control Measures Being Implemented
    Inform the staff of the control measures you have implemented to keep them safe.

13. Display Clear Signage
    Display clear signage giving instruction on any new measures you have implemented (this has a positive impact if an inspector visits).

14. Improve Hygiene Measures in Bathrooms
    Ensure washrooms always have hot running water and a plentiful supply of paper towels and soap. Provide regular hand sanitiser stations throughout the premises.

15. Reduce the Amount of Recycled Air Flow Within Workspaces
    Arrange for the heating/ventilation systems to be set to 100% fresh air, no recycled air.

16. Review Travel and Site Visit Policies
    Consider business travel and site visit policies and amend if necessary.

17. Organise Regular Deep Cleans Throughout the Day
    Arrange for cleaners to carry out deep clean, workstations, desks and this should be a continuous process throughout the day.

18. Revise the Usage of Staff Canteens and Kitchen Areas
    The use of staff canteens/kitchen areas will require careful consideration to ensure staff safety.