Recovery Checklist

for Council buildings

Cyngor **Sir Gâr**
Carmarthenshire
County Council

This list is intended to be a general guide to issues that need to be considered when opening or intensifying use of a building.

For Administrative Buildings and Depots that have remained open during the Pandemic the Property Division will have already put in place suitable arrangements for the current level of occupation and this checklist should be read in conjunction with the CCC Guidance on Social Distancing in Offices and Depots.

The items listed below need to be considered as part of any business case to intensify use or to open up a building which has been closed. Please liaise with the Property or People Management Divisions for further guidance or advice.

Property compliance matters

- Review Fire Safety arrangements - fire alarm testing / fire warden availability etc - check with Property Compliance Team
- Legionella Checks - has building been flushed, when empty - may require pre-opening flushing of water systems - check with Property Compliance Team
- Ensure plant and machinery has been serviced and checked for safety before reopening

Pre-checks with employees

- Employees to be reminded to follow the governments self-isolation guidance if they are exhibiting covid symptoms
- Employees to be advised to work from home if possible or, if it is essential to attend the office, to minimise the number of days in a Council building
- Advise employees to choose a mode of travel to work which maintains social distancing, where possible
- Ensure the essential worker letter has been issued to all key workers
- Employees reminded to carry essential worker letter when travelling to/from work with staff ID card
- All staff to confirm they have read Guidance on Social Distancing before using Council buildings

General arrangements

- Consider introducing staggered start and finish times to avoid congestion at peak times, where possible and in consultation with staff
- Consider operational hours of the building and communicate to staff and visitors
- Cancel all visitors, where possible, or reduce to a minimum
- Inform all that meetings should only happen face to face where absolutely necessary and with essential personnel only
- Review meeting room desk layout to maintain 2m social distancing
- Arrange for staggered breaks and lunchtimes to reduce social interaction
- Consider security arrangements to prevent unauthorised entry

Signage

- Install social distancing signs at entrances, exits and throughout building
- Install 2m social distancing floor markers at entrance doors
- Consider removing or disabling entry systems that require skin contact (e.g. keypads)

Cleaning and Hygiene

- Have arrangements put in place for regular disinfection of entrance/exit door handles, frequently touched areas through the building?
- Ensure sufficient staff are available for the identified cleaning regime - liaise with the Cleaning Services Team to ensure provision is able to be put in place before committing to an opening date
- Install additional hand washing stations / sanitiser at all entrances & exits
- Install "How to wash hands" signs at all sinks & hand washing stations
- Shared equipment disinfected after each user – disinfectant & cleaning materials provided
- Clean all in-use surfaces daily to ensure infection control
- Inform cleaners of new layouts and discuss revised cleaning arrangements with cleaning managers
- Ensure suitable and sufficient hand washing arrangements are in place and supplement, where necessary

Deliveries

- Inform suppliers of new Council social distancing rules and any revised delivery arrangements
- Social distancing signs installed at Goods In receiving areas (delivery drivers encouraged to remain in the vehicle)

First Aid

- Adequate first aid resources agreed between the relevant parties on site
- Emergency plans including contact details updated
- High-risk work rescheduled or additional competent first aid or trauma resource provided
- Sufficient supplies in place at all first aid points

Fire Management

- Ensure sufficient Fire Wardens for building opening times
- Review fire evacuation arrangements and signs
- Inform staff and visitors of any revised arrangements
- Ensure regular fire alarm testing

Internal Arrangements

- Desk layout reviewed to maintain 2m social distancing & avoiding facing each other
- Walkways widened, where possible, or one-way system introduced
- Shared meeting room equipment disinfected after each user - disinfectant & cleaning materials provided
- Ensure arrangements are in place for regular disinfection of toilets and sinks
- Alternate urinals and sinks closed off to ensure 2m social distancing
- "How to wash hands" signs installed at all sinks & hand washing stations
- Suitable and sufficient rubbish bins for hand towels and disposable PPE with regular removal and disposal provided.
- Review capacity of smaller rooms and introduce "one in, one out" arrangements, where necessary
- Identify need for protective screens for reception points

Rest / Dining Areas

- Social distancing signs installed at all canteen and restroom entrances & exits
- Social distancing signs installed at all vending machine, water coolers, and kitchen areas
- Ensure regular disinfection of entrance/exit door handles
- Tables and chairs regularly disinfected
- Canteen and restroom area tables layout reviewed to maintain 2m social distancing
- Food menus revised to minimise social interaction, e.g. remove salad bars, shared condiments, etc.
- Payments should be made by contactless methods where possible.

Further information

This document forms part of a family of documents relating to Social Distancing and Health and Safety. Other documents are shown below. Please visit the intranet to access and view these documents in full.

Coronavirus (COVID-19)

Social Distancing in Offices and Depots and getting to and from site

Guidance for Managers & Staff

DRAFT v1 / 13th May 2020

THIS GUIDANCE APPLIES TO ALL CARMARTHENSHIRE COUNTY COUNCIL OFFICES & DEPOTS

Cyngor **Sir Gâr**
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County Council

Coronavirus (COVID-19)

Property Compliance Update

Managing **Legionella Risk** in Buildings

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Social Distancing

Toolkit and equipment guidelines

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AVAILABLE ON THE INTRANET TO DOWNLOAD - **CLICK HERE**