

Preparation is vital for a smooth transition from lockdown across the UK. InExeter have put this information together to help you get your business, venues and workforce ready

Key things to keep in mind:

The infection is spread by people and places
Person to Person
Person to Surface

Three elements to consider:

Physical distancing
Surfaces
Point of Sale

Communication is key for a smooth process in order to keep employees, customers and providers up to date with your policies and to have measures in place to help provide reassurance, meet expectations, minimise anxiety and make a simple transition.

Shops and Branches

Shops and branches include all retail stores.

This includes:

- food retailers
- chemists
- hardware/homeware stores
- fashion shops
- charity shops
- betting shops and arcades
- tailors, dress fitters and fashion designers
- antique stores
- retail art galleries
- photography studios
- gift shops and retail spaces in theatres, museums, libraries, heritage sites and tourism sites
- mobile phone stores
- indoor and outdoor markets
- craft fairs

The guidance applies to those currently open and will help those that are currently closed consider what their operations need to look like when they are allowed to open.

Branches include:

- bank branches
- post offices
- other open money businesses.

FULL GUIDANCE FROM BEIS

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches#shops-4-2>

Offices and Contact Centres

Indoor environments such as:

- offices
- contact centres
- operations rooms

FULL GUIDANCE FROM BEIS

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Links to Health and Safety Executive COVID advice and Risk Assessment Guidance

- [Working safely during the coronavirus outbreak](#)
- [A Short Guide—HSE Working Safely](#)
- [Risk Assessment Guidance and Templates](#)

Restaurants offering Takeaway or Delivery

This guidance applies to any food preparation or food service setting where food is sold for takeaway or delivery.

For example:

- bars
- pubs and restaurants operating as take-aways
- cafes
- food to go
- food delivery
- takeaways and mobile catering
- contract catering at the point of service to the consumer, such as in offices or similar environments

It also applies to the food services provided by businesses. It does not apply to food preparation or food service in clinical or healthcare settings.

FULL GUIDANCE FROM BEIS

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

5 Steps to Working Safely

Practical actions for businesses to take based on 5 main steps:

1. **Carry out a COVID-19 risk assessment .**
2. **Develop cleaning, handwashing and hygiene procedures.**
3. **Help people to work from home**
4. **Maintain 2m social distancing, where possible.**
 - putting up signs to remind workers and visitors of social distancing guidance
 - avoiding sharing workstations
 - using floor tape or paint to mark areas to help people keep to a 2m distance
 - arranging one-way traffic through the workplace if possible
 - switching to seeing visitors by appointment only if possible.
5. **Where people cannot be 2m apart, manage transmission risk**

FULL GUIDANCE FROM BEIS

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>