ROAD MAP TO BECOMING COVID-SECURE

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01 ENGAGING WITH YOUR EMPLOYEES

Consultation with employees will be key to formulating best practice within the company, and bringing all employees on board as soon as possible to understand their feelings, their personal health and any concerns they may have will support the full roll-out of changes in activities and protocol developed to prevent any contraction of the virus.

To complete step 1 of becoming COVID-Secure please visit:
www.bossfederation.com/step1

02 UNDERSTAND EMPLOYEE VULNERABILITIES

Each employee will hold a risk factor relating to COVID-19 therefore it's important to assess any significant risks from co-morbidities and underlying medical conditions – this risk assessment can be completed as a self-assessment or joint assessment with the individual. It should supplement any contingency measures in place, in the event of any staff member with or without pre-existing conditions showing symptoms or having been in contact with people who have tested positive from the virus. Adjustments may need to be introduced based on any employee vulnerabilities and these should be managed with the employees prior to their return to work.

To complete step 2 of becoming COVID-Secure please visit
www.bossfederation.com/step2

03 PLAN YOUR RETURN – RISK ASSESS YOUR BUSINESS

As businesses rebuild after lockdown and staff return to work, you must ensure their safety by making premises COVID-Secure – unsafe workplaces raise the risk of virus transmission and heighten the risk of prosecution.

The risk assessment procedure is essential to ensure employee confidence is managed, therefore employers should start work on their assessments as soon as possible.

To complete step 3 of becoming COVID-Secure please visit
www.bossfederation.com/step3

04 INTRODUCE CHANGE TO PREVENT VIRUS SPREAD

Commence the COVID-Secure Plan and introduce a change Site & Personal Cleaning Regime.

To complete step 4 of becoming COVID-Secure please visit
www.bossfederation.com/step4

05 COMMUNICATE CHANGES THROUGH ALL EMPLOYEES

You will need a plan for how to communicate to all employees about the new measures and processes in place to protect employees at work. The usual methods of communicating with the workforce will not be appropriate if they involve getting staff together in large groups. You will need to find a way of getting the message out to all staff and answering their questions. Employees should be provided with as much information as possible before they arrive for their first day back at work.

It will be important that all your line managers are fully briefed and able to answer employees' questions about returning to work and the new measures in place to protect their safety.

To complete step 5 of becoming COVID-Secure please visit
www.bossfederation.com/step5

06 MONITOR THE OPERATION – CHECK ON CHANGES

Managers / Supervisors to monitor and ensure changes are implemented, ongoing two-way communication and continuous review of the COVID-Secure planning.

To complete step 6 of becoming COVID-Secure please visit
www.bossfederation.com/step6

07 TAKE FURTHER ACTION TO IMPROVE COVID-SECURE

Carrying out the COVID-Secure Healthcheck is a useful checklist to review that all sections have been considered and appropriate action is being taken.

To complete step 7 of becoming COVID-Secure please visit
www.bossfederation.com/step7

08 PUBLISH COVID-SECURE CERTIFICATION

Ensure this is visible everywhere including your reception area, website and communicate to customers, contractors, visitors and engineers.

To complete step 8 of becoming COVID-Secure please visit
www.bossfederation.com/step8