

# YOUR BACK-TO-WORK CHECKLIST

Business owners across Australia are ready to get back to work. But what do you need to do for a safe, smart and successful reopening? Use our handy checklist to get on top of everything.

## BEFORE REOPENING

- Create a COVIDSafe plan for your business
- Share your action plan with your employees
- Encourage your team to download the COVIDSafe app
- Do a stocktake and ensure you have enough business stationery to hit the ground running
- Stock up on soap, hand sanitiser, gloves and masks (if necessary)
- Create a cleaning procedure that outlines how frequently work surfaces should be sanitised
- Establish social-distancing rules, including traffic patterns, staggered lunchtimes, meeting times and work hours
- Outline customer/visitor rules and display them around the office or store, e.g. the number of people allowed inside at any one time, no handshakes or passing of cash (digital payments only, if possible), contactless pickup options, etc.
- Prepare to welcome your team back, e.g. with a Welcome Back Care Package

## ONCE YOU'RE OPERATIONAL

- Keep staff on site to the recommended maximum
- Keep an exposure-response plan easily accessible. It should outline what to do in the event of a staff member or customer testing positive for COVID-19, e.g. isolation, contact tracing, stay-at-home measures
- Restrict business travel as much as possible and use videoconferencing where possible
- Create and display banners and signage to
  - Announce you're back to foot traffic
  - Outline your COVIDSafe policies on site
- Follow updated guidelines on staying safe in the workplace during COVID-19

## ADJUSTING TO THE 'NEW NORMAL'

- Update any administrative data if employees have returned to work after enforced leave, or have been rehired under the JobKeeper scheme
- Ask your staff to stay home if they are feeling sick
- Implement flexible work arrangements where possible
- Update business travel policies to clarify essential versus non-essential travel, both locally and internationally
- Adopt digital technologies to make remote working easier
- Use direct mail campaigns to keep your customers up to date about any changes to your business