



# 6 KEY AREAS FOR A BUSINESS TO CONSIDER FOR RETURN TO SITE

16<sup>th</sup> September 2020

## AGENDA

### Introduction

1. The Workplace
2. Working Practices
3. Colleague Considerations
4. Cleaning & Hygiene
5. Protective Equipment
6. Documentation

### Questions

### Summary



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## THE WORKPLACE

- Access
- Layout
- Furniture
- Communication





Griffiths & Armour

WE'RE COMMITTED TO THE SAFETY OF OUR COLLEAGUES AND GUESTS



Please Keep 2M Apart

Please Use Hand Sanitiser Provided



Please Follow Guidance and Information

PLEASE KEEP YOURSELF AND YOUR COLLEAGUES SAFE BY FOLLOWING GOVERNMENT ADVICE FOR SOCIAL DISTANCING

THANK YOU FOR YOUR COOPERATION

Griffiths & Armour



the association of charitable organisations

## WORKING PRACTICES

- Rotas
- Workstations
- Equipment
- Deliveries/Collections



## COLLEAGUE CONSIDERATIONS

- Survey
- Display Screen Equipment
- Discrimination
- Travelling
- Testing



## CLEANING AND HYGIENE

- Location
- Schedules
- Frequency
- Employee Responsibility





## PROTECTIVE EQUIPMENT

- Identification of Need
- Specification
- Additional Measures





## DOCUMENTATION

- Covid Related Claims
- Processes
- Storage and Retention



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## ACO UPCOMING EVENTS

*Wed 22 Sep*

### Grant Makers Forum

- Family Fund
- Sleepstation
- The Children's Society

*Mon 5 – Wed 7 October*

### Annual Conference (virtual)

- Where now for the sector?
- Navigating the crisis – member case studies
- Diversified Funding
- Diversity & Inclusion
- Appliance Poverty
- Breakout workshops

**THANK YOU FOR  
JOINING US TODAY**