Trust Advice

Our policies, templates and other documentation are provided as guides, for your charity personnel and trustees, to review and amend in order to best serve the needs of your organisation. Trustees in particular, should always be aware of any adopted policy, its wording and implications. Trustees are responsible for the charity's governance. Trust Advice exists to support trustees and charity personnel; we cannot accept any liability for any result of the use, or reliance on, these guides. **Please contact us if you would like help understanding Trustee responsibilities.**

The Trust Advice Charity Essentials Library

Template Check Lists for Social Distancing

Updated: May 2021

Acknowledgements: www.hse.gov.uk and https://www.gov.uk

Introduction

The 2m social distancing rule must be followed wherever possible.

This includes:

- When arriving and departing at work
- Whilst in work – entrances, exits, break rooms, kitchens
- Travelling between sites.

Where the 2m rule cannot be followed in relation to a particular activity, then questions need to be asked if that activity should continue? (refer to **Areas to be addressed Section 3)**

Accidents, Security and Other Incidents

In an emergency i.e. an accident, or fire, people do not have to stay 2m apart if it would be unsafe to do so.

People involved in the provision of assistance to others should pay particular attention to sanitisation measures immediately afterwards including the washing of hands

Remind staff of emergency procedures, practice drills may need postponing for a while

Checklists: How Social Distancing can be achieved in your workplace

Please answer each question and, if required, complete any further information.

Arrival and Departure	Yes, No, N/A	Please state further action required
Stagger arrival and departure times of staff		
Can you provide additional facilities to encourage walking or cycling to work?		

	Yes, No, N/A	Please state further action required
Use signage/markings to introduce one-way systems at entry and exit points		
Provide hand-washing facilities or hand sanitiser stations at entry and exit points		
Avoid entry and exit points with touch-based security devices		

Moving around buildings and sites	**Yes, No, N/A**	**Please state further action required**
Reduce movement by discouraging non-essential trips within a building or around site		
Restrict access between different areas of a building		
Introduce one-way system through buildings		
Reduce maximum occupancy for lifts – consider markings on the floor. Provide hand sanitiser at lifts. Encourage the use of stairs where possible		

Workstations	**Yes, No, N/A**	**Please state further action required**
Review layout and processes to allow people to remain 2m apart		
Use floor tape to mark areas showing 2m apart		
Only where it is not possible to move workstations further apart - Side by side working or facing away from each other		
Only where it is not possible to move workstations further apart – use screens to separate people		
Avoid hot desking and shared space use – if avoidance is not possible, regular cleaning regime required		

Meeting/Board Rooms	**Yes, No, N/A**	**Please state further action required**

	Yes, No, N/A	Please state further action required
Use remote working tools such as video conferencing and phone calls to avoid meetings in person		
Only necessary participants to attend meetings – 2m separate throughout. Set capacity limits on larger meeting rooms by removing chairs or marking areas		
Avoid sharing pens and equipment		
Provide hand sanitiser in meeting rooms		
Establish meeting etiquette while entering and leaving to ensure distancing, clean after use.		

Common Areas – canteens, kitchens, places of worship, toilets, storerooms, fire escapes	Yes, No, N/A	Please state further action required
Stagger break times to reduce amount of people		
Use safer, outside areas for breaks		
Use space that is not normally used, or areas freed up by remote working		
Install screens to protect staff in reception or similar areas		
Encourage staff to bring in their own lunches and refreshments		
Consider taking fridges out of use if cleanliness cannot be maintained. Staff can use their own cool boxes to store lunches		
Consider using disposable items only. Take cutlery out of use. Or employees keep own items at their desks, put in dishwasher at the end of the day or take home to wash		
Kettles, water machines, taps, microwaves – regular cleaning regimes required – as with ALL frequent touch points		
Re arrange seating and tables to maintain 2m spacings. Reduce face to face interactions		
Keep personal items with you – coats etc. Store at desk, safely so as not to cause trip hazards		

Managing Visitors	Yes, No, N/A	Please state further action required
Encourage visits via remote connection where possible		
Where site visits are required, ensure site guidance on social distancing and hygiene is explained – use signage, emails (prior to meeting), website messages		
Limit numbers of visitors, times, only allow required visitors		
Revise visitor arrangements to ensure social distancing and hygiene		

Cleaning to prevent transmission	Yes, No, N/A	Please state further action required
Check that ventilation systems area operating as they should be. Action accordingly if there seems to be any problems (report to landlord/property)		
Open doors and windows frequently to encourage ventilation – only if safe to do so (security risk)		
Cleaning – will take place in most buildings using an external cleaner or one appointed by the landlord. Ensure cleaners use appropriate cleaning products and methods to kill virus's		
Frequent and regular cleaning of work areas, equipment between uses, object and surfaces touched frequently (door handles, keyboards) is required using appropriate cleaning products – this is in addition to normal cleaning.		
Where external cleaners are used – ensure communications with regards to social distancing is in place. All risk assessments and details of products in use to be requested		
Removal of waste at the end of each day		
Limit use of high touch items – printers for example		

Hygiene – handwashing, sanitisation facilities and toilets	Yes, No, N/A	Please state further action required
All staff have a duty of care to themselves and others. Use signs and posters to build awareness of good hand-washing techniques, the need to increase hand-washing frequency, avoid touching face, cough or sneeze into a tissue or your arm if a tissue is not available		
Provide hand sanitiser in multiple locations in addition to washrooms		
Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible – floor markings if a queue is likely. Consider taking out of use a sink if too close to the next one.		
Provide more waste facilities and more frequent rubbish collections		
Provide paper towels rather than hand dryers and remove all hand towels		
Changing Rooms and Showers – clear use and cleaning regime required for these areas – social distancing required at all times. Personal items must be removed		

Work related travel	Yes, No, N/A	Please state further action required
Minimise non-essential travel – consider remote options first		
If travel is essential with people outside of your own household group, try to share transport with the same group of people each time, and minimise the number of people travelling together in any one vehicle. (check the Government guidance at time of travel regarding passengers). Increase ventilation where possible		
Cleaning regime required in between lifts or car handovers – ensure all areas touched – doors, locks, steering wheel are cleaned after use. Wash or sanitise hand immediately after use		

This is the end of the document:

We hope this has been helpful to you. Please get in touch if something isn't covered here you want to ask about. We will be very pleased to hear from you. If you would like more information, further details around membership or to upgrade your membership, visit: www.trustadvice.org.uk. Please also see our website for details of ways we can help you and services we offer.