



WORKING HOURS

Stagger start and finish times – particularly for those using public transport so that commuting is quieter.



INTRODUCE SHIFTS

If you can operate with fewer employees consider implementing shifts. If employees on one shift fall ill this should enable operations to continue.



POLICY

Ensure employees are aware of sickness absence reporting requirements and travel restrictions. The UK government is now advising against all but essential travel.



VISITORS

Employers need to consider restricting visitors to their offices in line with Government guidance and conducting meetings virtually.



CREATE COHORTS

Employers could consider splitting their workforce so that particular teams do not come into contact with each other – thereby hopefully limiting the spread of illness.



HYGIENE

Issue frequent reminders about good hygiene practices and ensure that workspaces are regularly and thoroughly cleaned.