**COVID -19**

**Checklist for Existing and Receiving Offices in the event of Opening - <Office Name>**

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| **Ref No.** | **Issue**  | **Action** | **Responsible owner** | **Date Completed** | **Completed by who** |
| 1 | FM/Building Issues | LDU Head/Bronze Command notifies* Silver command (inc BSC Head)

Once agreed, BSC Head notifies* Senior Facilities Delivery Managers

This must happen as soon as it is known that an office is planned to open and **at least 2 weeks before.****The office must not re-open until this has been confirmed by FM.**  | LDU Head to inform BSC head. BSC head informs MOJ FM. BSC liaise with MOJ FM. |  |  |
| 2 |  | Ensure Water management arrangements are in place including any pre-opening water flushing, temperature testing or water sampling. For additional legionella info see link:<https://www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm> | MOJ FM |  |  |
| 3 |  | Ensure all Air Conditioning guidance is followed appropriately.  | MOJ FM/Business Manager/ BSC |  |  |
| 4 |  | Ensure lifts and lift alarms/phone lines are functioning properly, if lift inspections are due bring forward before the office reopens.  |  |  |  |
| 5 |  | Ensure all utilities are switched on and working, ensure boiler is functioning appropriately | MOJ FM |  |  |
| 6 |  | Arrange collection of keys for office in advance of re-opening.  | Business Manager/SPO/BSC. |  |  |
| 7 |  | Ensure IT connections and Printers are working | Business Manager |  |  |
| 8 |  | If appropriate ensure alarm company are aware building will no longer be empty | Business Manager/ SPO. |  |  |
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| 9 |  | Ensure that telephone calls/answerphone messages are directed appropriately | Business Manager/ SPO. |  |  |
| 10 |  | Ensure that post is directed appropriately and that until this becomes active arrangements are made for post to be collected from the current office.  | Business Manager/ SPO. |  |  |
| 11 |  | Confirm enhanced cleaning specification, and confirm commencement of this specification aligns with reopening  | MOJ FM |  |  |
| 12 |  | Ensure sufficient supply of consumables (e.g. hand sanitiser, antibacterial wipes) | Business Manager/ Business Strategy and Change SPOC |  |  |
| 13 |  | Arrange for any DSE equipment (including office furniture transported home or to another office) to be returned to office and in situ ready for staff use. | Business Manager/SPO |  |  |
| 14 |  | Ensure that desks in temporary office are left clear, tambour units are locked, and any information of an official sensitive nature is stored securely and appropriately (including the secure transportation of any physical information to the re-opening office).  | Business Manager/SPO |  |  |
| 15 |  | Ensure that the office opening times are updated in the ‘Office Closures’ tab on the MS Teams COVID 19 spreadsheet. | BSC SPOC |  |  |
| 16 |  | Ensure that any unlocking and locking services are reinstated where required. | Business Manager/SPO/BSC |  |  |
| 17 |  | Complete/Review General Risk Assessments for the opening building | H&S |  |  |
| 18 |  | Place poster on front door of current site informing that the other site is re-opening. | Business Manager/ SPO. |  |  |
|  |  |  |  |  |  |
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| 19 | Staff  | Staff and Stakeholder access - All to be informed of when the office (days and times) is to be opened. | SPO. |  |  |
| 20 |  | Ensure staff fully understand any social distancing measures remaining in place on re-opening, and the implications this will have on their working practice.  | Business Manager/SPO |  |  |
| 21 |  | Consider working practices maintain a high degree of working from home to support social distancing. | Business Manager/SPO |  |  |
| 22 |  | Ensure staff who are moving have access control fobs for the opening office and return any fobs for the office they are leaving. | Business Manager/SPO |  |  |
| 23 |  | Any staff new to the building should receive a comprehensive induction | Business Manager/SPO |  |  |
| 24 |  | Ensure that any diversity and equality issues affecting staff – including caring responsibilities and disability issues – are taken into consideration and accommodated.  | Business Manager/SPO |  |  |
| 25 |  | Ensure an assessment has taken place within the office area determining the maximum number of staff allowed at any one time in order to maintain social distancing | Business Manager/SPO |  |  |
| 26 |  | Confirm that all general risk assessments (GRAs) for sites have been reviewed to reflect current working arrangements | Business Manager |  |  |
| 27 |  | Confirm that safe working measures have been installed (i.e. one-way measures, floor markings, and appropriate signage) | Business Manager |  |  |
| 28 |  | Ensure that Regional comms is sent out to all NPS staff to advise them of the opening.  | Business Manager/ SPO. |  |  |
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| 29 | Service Users | Ensure Service users are informed where they will be reporting to. | OM |  |  |
| 30 |  | Ensure that the opening office is an appropriate location taking into account any licence conditions/Electronic Monitoring that a Service User may have.  | OM |  |  |
| 31 |  | Ensure service users fully understand any social distancing measures in place on re-opening, and the implications for their office visits. | OM |  |  |
| 32 |  | Where appropriate maintain a focus with Service Users on greater use of telephone and video calling to minimise use of public transport and transmission to staff. | OM |  |  |
| 33 |  | Ensure that Electronic Monitoring teams are updated of the return to ordinary reporting arrangements. | SPO |  |  |
| 34 |  | Ensure un-used travel warrants / bus tickets are moved to the opening Reporting Centre. | SPO |  |  |
| 35 |  | Ensure that any diversity and equality issues affecting Service Users, including disability issues, – are taken into consideration and accommodated. | SPO |  |  |
| 36 | Accredited Programmes | Initially Accredited Programmes will not be run when an office reopens following closure resulting from Covid 19. However running accredited programmes should be considered at a future point of the recovery plan. | SPO/Business Manager |  |  |