



Remobilisation after COVID - 19

supporting your building re-mobilisation after covid-19



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The purpose of the document is to demonstrate Samsic UK's strategy and guidance for a post COVID.19 remobilisation and to ensure a safe and demonstrable strategic approach to Business as Usual for the Samsic community and clients and their visitors.

Site Risk Assessment and Sanitisation Cleaning

Engage and communicate with clients to establish a possible date for their site reopening, when they envisage their communities and buildings to be up and running for their first phase of remobilisation, through to full mode activity

Once a go-live date has been established, the assessment, preparation and sanitisation of the building and site must be planned and any service model delivery alterations, such as increased day hygiene cleaning are to be agreed with the client. Conduct a risk assessment of the building and site and establish the current level of cleanliness. Identify if any buildings have been occupied with a COVID.19 contamination or if an individual suspected of COVID.19 has visited the site previously.

Establish site go-live date.



Conduct a Site and Building Sanitisation and Cleanliness Risk Assessment.



Identify COVID.19 infection cases from client and request a copy of clients RTW Covid.19 Risk Assessment

Identify high-risk locations, additional hygiene cleaning requirements (increased sanitation i.e. mopping and wiping etc) for critical control points (touch areas, desk surfaces IT equipment and fire-fighting devices.)



Identify additional sanitisation services available to the client and carry out specification review

Agree sanitising requirements and revised specification



Agree delivery dates and timelines for remobilisation



Confirm changes to site practices including building layouts and directional pathways, social distancing requirements, alterations to policies etc.

PHASE 1



Initial Staff Engagement

Notice Period to recommence service and redeployment of colleagues.

Engage and communicate with Samsic UK colleagues and support functions relevant to the site, identify any skill gaps post furlough, colleagues unable to return to work due to current levels of sickness, illness, shielding and returning from overseas, establish pre-familiarisation strategies with all colleagues returning back to work.

Confirm dates and times that sites will be re-opening.



Contact colleagues from sites and establish workforce numbers available for opening dates. Agree schedules and work allocations.

Identify skill-shortages from colleagues unable to attend prior to reopening dates.



PHASE 2

Undertake a site stock take and inventory inspection for chemicals, equipment, tools and PPE required for go-live.



Contact HR for 'Return to Work' advice and guidance for all colleagues returned from long-term absences Furlough for example



After consultation with the client; prepare re-familiarisation program for all staff returning to work (Risk Assessment review), training on equipment and any amended work practice, re-familiarisation of site layout Including any revised access and egress and directional routes, (remember sites layouts may have changed), social distancing requirements, policies may have altered, (social distancing guidance is likely to still be in place)- emergency evacuation procedures

Engagement of Staff and Workforce Vacancy Assessment

As highlighted during phase 2 'redeployment of colleagues' we have established our current workforce availability, and the next phase is to identify any skills shortages within the support functions of the specific site as the new normal working practices may have changed. Assess candidates from our database to fulfil our key-skilled workforce.

<p>Contact current workforce and agree start dates, working locations, shift patterns carry out Health RA</p> 	<p>Establish all colleagues who are not currently available for work (COVID.19 symptoms, shielding, holidays, sickness etc.)</p>	<p>Ensure that all licensed or DBS required colleagues are compliant with employment legislation.</p>	<p>Skill-gaps have been fulfilled with compliant workforce (Contact HR for any queries).</p> 
<p>Ensure all access requirements, access cards, security passes and fobs are active and compliant.</p>	<p>Ensure contract T&C's are agreed with relevant parties.</p> 	<p>For furloughed colleagues, ensure that government guidelines are not breached in relation to contact during furlough.</p> 	
<p>Confirm location, date and time of return to work</p> 	<p>Identify if colleagues are at high-risk of infection (Refer to Government guidelines)</p>	<p>Establish current health and fitness levels.</p>	<p>All colleagues to complete a Return to Work COVID.19 Risk Assessment.</p> 

Supply Partner Re Engagement

Prior to accessing the site or buildings, we need to ensure the Health, Safety and well-being of the building users by ensuring that our supply partner colleagues are fit and well to return to work.

Engage with supply chain for reassurances that COVID.19 symptoms are not present with their returning to work employees and request a copy of their RTW COVID.19 Risk Assessment and Policy



Agree re-commencement schedules and any additional services requirements following reoccupation



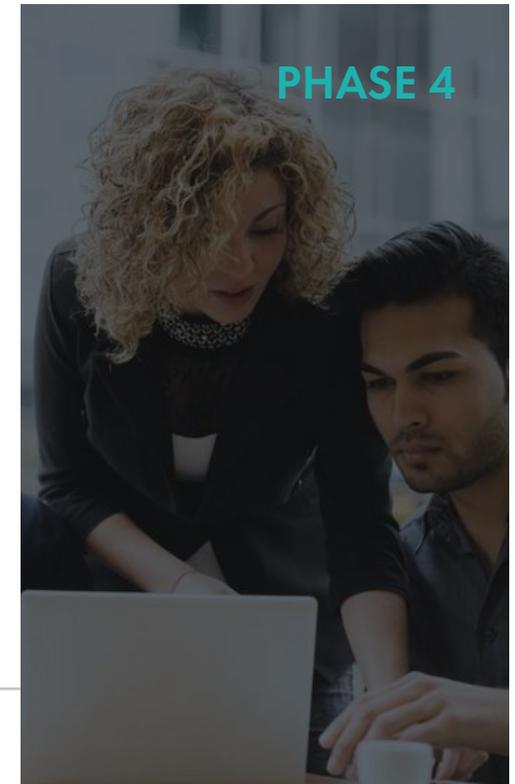
Risk Assess our supply chain by completion of our Supply Chain COVID.19 RTW Questionnaire

Carry out supply chain assessment to ensure that supply chain is robust and fully functional



Confirm compliance checks for all licences and testing (i.e PA test certificates and waste transfer notices etc)

PHASE 4



Staff Briefing and Training at Site

Once all colleagues and team members have been cleared for attendance on site (DBS, RTW, health Surveillance, contracts compliant for example) they will be required to undertake a site specific and company re-induction. This will include re familiarisation of the site, any specific and relevant Health & Safety policies, Risk Assessment Reviews, retraining on all items of equipment, materials and working practices being operated, many of which may have changed to reflect COVID.19 conditions.

Complete Samsic or JPC Health & Safety induction



Complete site re-induction taking into account new procedures and practices

Complete familiarisation with new site emergency rules and procedures

Review and sign off all RAMS



Conduct retraining on all relevant equipment and materials

Informed of locations of sanitisers and hand gels.



Trained on Touch Point Hygiene Cleaning

Trained on Hand-washing techniques.



Trained on specification/ service revisions



Informed of Social Distancing guidelines for the site.



Re-occupation

Once your building is repopulated, moulding facilities services to the new normality and occupancy behaviours will be important to maintain confidence, control infection and maximise the value achieved. This can include looking anew at cleaning regimes, frequencies and how the building is secured and risk is managed.

Cleaning resource review,
task and frequency
assessment



Swab testing of key touch points to
check sanitising.

Review access control
arrangements and consider Fever
Screening technology.

Consider security technology
solutions such as video analytics
and robotic guarding.



Void or mothballed property
inspections and remote
monitoring.

Review value of key holding,
alarm response and locking/
unlocking services.

Full risk assessment to including
hygiene, access and security risks.



PHASE 6



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MANAGING
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