Back to Work

**[YOUR BUSINESS] Alert Level Plan**

*Please note: This template has been provided as a guide only. Please do not use this in place of legal advice.*

*Please use this guide as a starting point for your own requirements. The document is completely editable, shareable and useable. We have set this one up to plan for each of your teams, however this could also be used to do a high level business plan. All text in italics should be used as an example.*

Team *(i.e. Marketing Team)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Level 1** | **Level 2** | **Level 3** | **Level 4** |
| where will they be based? | * *Entire team working at office (consider introducing ongoing flexible working practices)*
* *People who are feeling unwell to work/stay at home*
 | * *Alternating 2-3 days at office and working from home*
* *Team split into two “work bubbles”*
* *High risk staff work from home full time*
* *People who are feeling unwell to work/stay at home*
 | * *Entire team working from home*
* *Staff allowed on-site only if necessary (High risk staff work from home)*
 | * *Entire team working from home*
 |
| What do they need? | * *Access to cleaning equipment for desks on-site*
 | * *Appropriate PPE available on-site*
* *Access to cleaning equipment for desks on-site*
* *Laptop*
* *Keyboard & Mouse*
* *Second screen*
* *Phone*
* *Headset*
* *Wifi*
* *VPN or VDI*
* *Ergonomic chair & desk*
 | * *Appropriate PPE available on-site*
* *Access to cleaning equipment for desks on-site*
* *Laptop*
* *Keyboard & Mouse*
* *Second screen*
* *Phone*
* *Headset*
* *Wifi*
* *VPN or VDI*
* *Ergonomic chair & desk*
 | * *Laptop*
* *Keyboard & Mouse*
* *Second screen*
* *Phone*
* *Headset*
* *Wifi*
* *VPN or VDI*
* *Ergonomic chair & desk*
 |
| Direct Manager tasks + Interaction | * *Reintroduce team meetings*
* *Weekly check-ins*
* *Set clear expectations on role and jobs*
* *Set weekly achievable and measurable goals*
 | * *Weekly check-ins*
* *Set clear expectations on role and jobs*
* *Set weekly achievable and measurable goals*
 | * *A few check-ins throughout week*
* *Set clear expectations on role and jobs*
* *Set weekly achievable and measurable goals*
 | * *A few check-ins throughout week*
* *Set clear expectations on role and jobs*
* *Set weekly achievable and measurable goals*
 |
| tasks to be completed | * *Contact tracing protocols*
* *Cleaning protocols*
* *Cleaning gear set up for team*
 | * *Social Distancing spacing on desks*
* *Meeting protocols (i.e. no meeting rooms to be used)*
* *Contact tracing protocols*
* *Cleaning protocols*
* *Cleaning gear set up for team*
* *Ensure workstations at home are ergonomic*
* *Access to required technology and furniture*
 | * *Social Distancing spacing on desks*
* *Meeting protocols (i.e. no meeting rooms to be used)*
* *Cleaning protocols*
* *Cleaning gear set up for individuals*
* *Ensure workstations at home are ergonomic*
* *Access to required technology and furniture*
 | * *Ensure workstations at home are ergonomic*
* *Access to required technology and furniture*
 |

Team *(i.e. Retail/Floor Staff Team)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Level 1** | **Level 2** | **Level 3** | **Level 4** |
| where will they be based? |  |  |  |  |
| What do they need? |  |  |  |  |
| Direct Manager tasks + Interaction |  |  |  |  |
| tasks to be completed |  |  |  |  |

Team *(i.e. HR Team)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Level 1** | **Level 2** | **Level 3** | **Level 4** |
| where will they be based? |  |  |  |  |
| What do they need? |  |  |  |  |
| Direct Manager tasks + Interaction |  |  |  |  |
| tasks to be completed  |  |  |  |  |