



JML E-Newsletter: Tips for businesses coming out of COVID-19 hibernation

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Preparing a business for a post COVID-19 society and economy presents a range of challenges. Considering the impact current regulations have on companies, it is important to keep in mind both current and future procedures in order to make the transition smoother. Below are four of JML's tips to small businesses when coming out of the COVID-19 hibernation.

Slowly ease back to the previous *status quo*

Everything won't come back to normal straight away. As the rules regarding social distancing are relaxed, consider gradually reintroducing prior practices, making sure that they abide by current laws and regulations. Continue to pay attention to legislation and government announcements – the reinstating of certain measures should not be disregarded in favour of returning a business to its prior structure. Once society is ready for the path to recovery, it will require a gradual transition -not a reset button.

To keep up to date on COVID-19 announcements visit:

<https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates>

Update all operation documents to incorporate for COVID-19

When the time comes to emerge from the 'coronavirus hibernation', we will arrive at work to see that not everything will be the same as before. With the necessary changes to ensure social distancing and sufficient hygiene standards that we've all had to make, it's important to not let them slide. To ensure that these standards are maintained as recorded cases decrease businesses should be prepared to educate and train staff members on the necessary changes to procedure. This preparation includes a review of all training documents, checklists and OHS procedures, so as to provide as safe and low-risk a workplace as possible.



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Tips for businesses coming out of COVID-19 hibernation

Maintain safety protocols and standards

A wide range of suggestions and guidelines exist, which offer companies the opportunity to specialize their protective measures and introduce protocols to suit the business and its employees. Below are some suggestions of preventative measures that businesses can maintain when returning to work as restrictions are relaxed.

- Regular use and replacement of face masks and gloves.
- Sufficient spacing between desks/workplaces.
- 'Social distancing' dots.
- Limiting the number of people in break rooms at any given time.
- Supplying and increasing the use of disinfectant.
- Printing off a 'hand-washing technique' guide for the washrooms.
- Put up reminders around the workspace of the risks, symptoms and procedures associated with COVID-19.
- Schedule regular cleaning of your workplace, especially for frequently touched areas and surfaces.
- If unavoidable, hold meetings in large, open office spaces rather than smaller rooms and limit the number of meeting participants.
- Create designated workspaces rather than shared areas.

For more information on work guidelines visit :

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/preparing-workplaces-covid-19>



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Continuity of remote working

The balance between returning employees to their normal work life and mitigating the effects of COVID-19 by ensuring social distancing can be fickle. This balancing act can be made unnecessarily difficult if there is an influx of returning employees. Make the transition easier, if an employee can effectively complete their tasks at home, let them remain at home. Create a list of employees indicating in which order they should return to work. For example, this can be ordered by which staff require office assets more in order to complete their tasks or other ranking systems which better fit your company. Maintain practices that made social distancing easier. Continue to have meetings online, call employees instead of seeing them in person, even if they are at the office still have meetings online and sorry parents but no children or family members visiting the office! Just in case the restrictions were lifted too early, stagger employment days with the same workers using a controlled roster. Splitting employees into teams that only see each other, will reduce the risk of returning to work. Staggering employment days can also be effective in ensuring social distancing, for example by having no adjacent desks occupied. It is also important for companies to be prepared for staff unavailability immediately after lockdown. Due to a varying number of reasons some employees may not be able to return to work after the restrictions are lifted.

Lady Justice Returns!

She has finally returned home! Our Lady of Justice arrived earlier this year from Germany and now once again graces our office.

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