

Small Business Advice

To use this checklist, make a copy or print off this sheet for your workplace.

Check which Phase your business will be allowed to open

☐ Phase 1, 12th May:

Food production, Construction, Manufacturing, Logistics Distribution, Scientific research in laboratories

Phase 2, 1st June:

Fashion outlets, Homeware retailers, Garden centres, Technology businesses

☐ Phase 3, 4th July:

Personal care, Hospitality, Public places, Leisure facilities

*Full list available [here](#):

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Disinfect your premises

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Place 2-metre markers to maintain social distancing

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Calculate how many employees your workplace can accommodate

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Facilitate cleaning and hygiene procedures

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Implement a safe contact solution with suppliers

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Train employees on safe and hygienic working practices

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Get PPE equipment
