

Reopening Sheffield City Centre



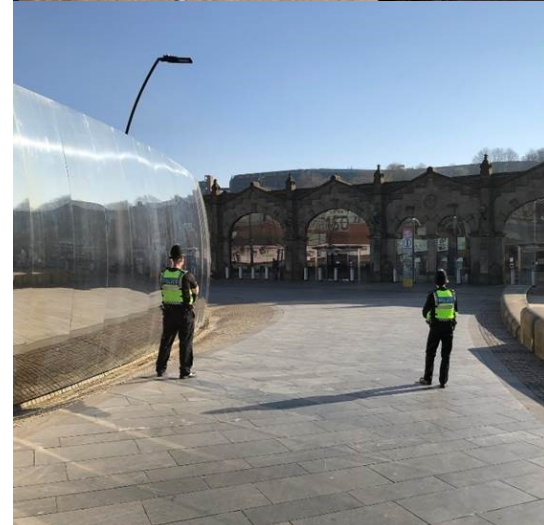
Introduction

Sheffield BID has been working closely with Sheffield City Council and other partners on the phased plan to support businesses, employees and customers as COVID-19 lockdown restrictions are lifted.

Initial plans have been developed to welcome people back to the city centre once government guidance allows this to happen.

It is important that we all work together to create a safe, secure and sustainable reopening.

The following information is aimed at supporting businesses in making the necessary preparations to bring back staff and customers.



Overview

Key information areas are:

Government and Industry Guidance.

Links to help you find guidance published by the Government and professional bodies.

Sheffield BID activities.

A summary of our actions so far, our resources and next steps.

Business support.

Information to help you get back to work, including wider coordination with neighbouring businesses and Sheffield City Council.



Government and industry guidance

Making sure Sheffield City Centre is a safe place for staff and customers is our primary focus. We recommend the following information sources which provide guidance on how to reopen your business safely. *(The list is not exhaustive.)*

Body	Description and link
WORLD HEALTH ORGANISATION	Get your workplace ready for COVID-19
GOVERNMENT	The Government's COVID-19 Strategy
<i>Retail guide</i>	Working safely during COVID-19 in shops and branches (download the guide here)
	Sector-specific workplace guidance (all sectors)
BRITISH RETAIL CONSORTIUM	Social distancing in retail stores and warehouses
HEALTH AND SAFETY EXECUTIVE	COVID-19 latest information and advice

Government recommends that businesses display this notice.

You can download the .pdf [here](#)

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene** procedures in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____
(or the Health and Safety Executive at www.hse.gov.uk or 0800 005 1647)

Recommendations for local businesses

Providing a safe city for our customers and colleagues is our top priority. Below are some recommendations to ensure consistency, safety and sustainability across the city centre. You can also download the Government's guide to working safely in shops and branches [here](#).

Operation	Recommendation
TRADING HOURS	Retailers should discuss with neighbouring stores the potential for staggering opening hours to ease queuing, promote social distancing and enable phased travel for employees and customers. Sales and promotions should be avoided initially and specific hours set for returns and refunds.
QUEUING AND SOCIAL DISTANCING	Businesses should discuss their queuing procedures with their neighbouring businesses, in order to work together to successfully promote social distancing.
HEALTH & SAFETY MEASURES	You must ensure that your venue has sufficient social distancing measures in place. Read the British Retail Consortium's guidance for stores and warehouses as well as the UK Government's COVID-19 working safely guidelines, We recommend also providing hand sanitiser at the entrance of your stores for customers to use upon entry and exit.
STAFF TRAINING AND WELLBEING	Your staff should be inducted on their first shift back to be made aware of any new rules, regulations and guidance that your business puts in place. These may include: personal hygiene guidance and what personal protective equipment (PPE) will be provided for staff, new procedures on cleaning of surfaces, product and payment methods, plus recommendations for staff wellbeing during working hours and break times.

Business support

Providing a safe city for our customers and colleagues is our top priority. Below are some recommendations to ensure consistency, safety, and sustainability across the city centre.

RISK ASSESSMENT	You will need to review your Workplace Risk Assessment (RA) so that you are COVID19 secure. The Government's guidance notes show you how to do this.
PPE	Any requirements for PPE, or other physical measures, to keep staff and customers safe will emerge from your RA. If you need non-clinical PPE and are looking to secure a sensible price, please contact Sheffield BID. We are currently looking at bulk discount options with several suppliers. If you have spare PPE (for use in a non-clinical environment), we are maintaining a register to help share capacity with other businesses.
TRANSPORT	As a partnership, SYPTE, Sheffield City Council, Sheffield BID and other agencies encourage employers to stagger work times to help social distancing and avoid congested services on the transport network.
PUBLIC REALM	With social distancing, the city will look different. On key routes, social distancing pavement graphics will be installed and some pavements will be widened to accommodate social distancing. With on-street queuing expected, the Council and Sheffield BID will assist in coordinating this with your neighbouring businesses. There will be an element of road closures in the initial days of the reopening phase and we will ensure affected businesses are kept updated around the details of this.

Business support

SECURITY AND ACCESS	Businesses will be responsible for managing customer access/egress and queuing into their premises.
CLOSED PREMISES AND VACANT UNITS	Our night-time security patrol will operate until 30 June and our Street Rangers team will also help to monitor closed premises and vacant units on their daily rounds.
MARKETING	If you'd like us to promote news about your business through our consumer social media channels please email details to social@sheffieldcitycentre.com .
COMMUNICATIONS	Until we all become accustomed to these new circumstances, plenty of coordination will be required particularly where customers are concerned – for example, to avoid choke points and reduce queuing. Please keep in touch and let us know what you're doing or planning, or if you need help with anything. In this way we can all work together, learning from each other and sharing best practice to give people a positive and enjoyable experience in our city centre.



Sheffield BID's activities

Crisis	Pre-recovery	Recovery
<ul style="list-style-type: none"> • Lobbying. #RaiseTheBar and highlighting shortfalls in business funding • Premises. Night-time security patrols and premise checks • Street Rangers. Continued presence with tasked deployments • BID Sergeant. Ensuring key business links around security and safety. Supporting COVID-19 legislation enforcement • Marketing and communications. Support for businesses still trading. Keeping businesses up-to-date with Government guidance 	<ul style="list-style-type: none"> • Together. Working with partners to coordinate a safe environment for employees and visitors • Safe, Clean & Maintained. Operational adaptation and flexible support for businesses based on emerging priorities • Connected & Accessible. Supporting businesses still trading and as they reopen 	<ul style="list-style-type: none"> • Vibrant & Promoted. When lockdown restrictions are lifted, delivering projects and events to strengthen consumer confidence • Inward and indigenous investment. Helping to attract further investment to the city • Funding. New business development and additional funding to support sustainability of the BID area • Lobbying. Campaigning for business rates review



SHEFFIELD**BID**

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