



# COVID-19 IBD Reopening Resources and Guidance

MAY 2020

# About the ACT COVID-19 IBD Reopening Resources and Guidance Document

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Following the announcements made by the UK government on 23rd March 2020, bicycle shops were deemed an exception to the forced business closures. Since then much has changed in the way that IBDs have been operating.

The cycling industry has been reported to have a 'boom', with cycle finance applications hitting a new all-time high of £60m in April and market feedback suggesting that cash is also flowing through cycle shop tills since the lockdown.

Some bicycle shops chose to remain open throughout the lockdown to serve key workers and the public's transport needs. However, some bicycle shop owners also made the difficult decision to shut up shop in the interests of safety for themselves, their employees and their customers. Since closure, it may now be difficult to know how to safely reopen in a way that satisfies all safety requirements.

The following guidance is for bicycle shops that are now reopening after previously closing. The aim of the document is to enable IBDs to operate efficiently while implementing social distancing and other safety measures with various advice and resources.

The ACT welcomes the decision to reopen as we believe that bicycle shops, as well as cycling in general, can play a key role in tackling this pandemic, in ways such as:

- Providing a lower-risk option for key workers to get to and from work
- Supporting key workers using bicycles for deliveries
- Providing a safer form of exercise (as long as social distancing measures are kept), which benefits both physical and mental health

The safety and wellbeing of every ACT member's staff and customers is our number one priority, and therefore it is important that virus control restrictions continue to limit transmission. Any recommendations or changes to normal practice should be communicated to your insurance provider. The ACT is not liable for the guidance presented in this document.

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# 1 Resources

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## Point of sale

The following resources are provided to display in-store to advise customers how to safely social distance, or to reassure them that your business is operating safely. Information on where to place these posters and why they are necessary is explained in section 2 of the document.

[Shop Open Poster- Download here](#)

[Social Distancing Whilst Queueing Poster- Download here](#)

[Till Spacing Poster- Download here](#)

[COVID-19 Secure 2020 poster- Download here](#)

## Employee letter

The ACT have produced a free-to-download template for employers to use to confirm that there is an agreement to temporarily furlough a worker or employee.

[ACT Furlough Letter Template- Download here](#)

## Key worker offer

For those retailers who wish to offer free repairs to NHS staff, we have also created a poster to advertise this. Please note that this is not an ACT offer and it is solely up to retailers whether they choose to offer this.

[Free Repairs For NHS Staff Poster- Download here](#)

## 2 Getting back up and running safely after business closure

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It is critical to point out that outside of the non-exhaustive recommendations below, it is the responsibility of each business to decide the most appropriate methods to implement social distancing and other COVID-19 control measures in their business. The business leader must maintain an open dialogue with colleagues to reassure and discuss any concerns with the safety of their role. **First and foremost please consider your own safety and the safety of your staff before choosing to reopen.**

The government has recently issued [new guidance](#) to help businesses in the UK to get back up and running and workplaces operating as safely as possible. The guidance is broken down according to type of workplace rather than sector, with specific guidance relevant to bicycle shops being summarised alongside the ACT issued guidance below. The full Government guidance on working safely during COVID-19 in shops and branches can be found [here](#).

### Thinking about risk

All employers should carry out a COVID-19 risk assessment. You could use the [Health and Safety Executive Shop Risk Assessment Tool](#), as well as the re-occupancy check list included in section 4 of this document. We recommend sharing the results of your risk assessment with employees.

Display the COVID-19 Secure 2020 poster linked in section 1 of this document in store to demonstrate compliance of Government safety measures.

### Employees

#### Who should go to work?

- All employees should work from home, wherever possible.
- [Clinically vulnerable employees](#) who cannot work from home should be offered the safest possible on-site roles, if the level of risk is acceptable. [Clinically extremely vulnerable employees](#) must remain at home.

- Consider the impact of protected characteristics on level of risk for employees, making [reasonable adjustments](#) where necessary so all employees are treated equally.

### **Workforce Management**

- Create distinct groups of workers to minimise the number of contacts each colleague has.
- Minimise person-to-person contact during deliveries and minimise contact during exchange of documentation.
- Clearly communicate changes in workplace policies and procedures, avoiding face-to-face interactions where possible.

It may be an idea to adapt the way your business operates to reduce contact with customers further, while still providing essential services. This could be done by continuing business with reduced in-store staff by:

- Managing the retail side of your business online, with customers buying through your website and collecting in store.
- Managing the workshop side of your business on an appointment only basis.
- Delivering and collecting bicycles to and from customers' homes, more information of how to do this can be found in the [Operational Advice for Mobile Mechanics](#).

### **Inform employees that they must continue to follow NHS guidelines.**

The guidelines found [here](#) need to be followed, including but not limited to washing hands regularly and covering a cough or a sneeze with a tissue (and disposing of the tissue immediately) or your sleeve.

## **Social distancing at work**

A distance of 2m should be kept between all staff and customers at all times. The ACT have provided a poster to enforce social distancing while queueing that retailers can print out to put on display in their stores that can be found in section 1 of this document.

Social distancing should also be implemented when receiving and handing bikes over as part of a repair or service – it might be an idea to exchange bikes outside where possible, as well as wiping bikes down with antibacterial wipes or spray after being handled.

The full Government issued social distancing guidelines can be found [here](#).

### **Outside the store**

- Display the Open poster linked in section 1 of this document in the door or window of your shop pre-warning customers of social distancing measures.
- Limit the number of customers in the store at any time. The layout and size of the store will dictate how many customers you will be able to have in store at any one time.
- For small shops which may only be able to accommodate 1 to 2 customers in store a one in one out rule should be implemented. This will likely involve outside queueing.
- Consider having separate entrance and exit points if possible. We recognise that for many shops this will not be practical but if it is possible please do so.
- Use 1 staff member to manage queues outside (if available) and to explain the social distancing requirements and control the number of customers entering store at any one time.
- Place clear signage outside of the store explaining the social distancing measures in place that customers should follow.
- Liaise with neighbouring stores/ shopping centre management to ensure that your queuing systems operate effectively and where practical implement shared queuing areas.
- Place markings outside the store to assist correct queue spacing.
- Encourage customers to shop alone wherever possible. Please bear in mind that this is not always possible especially for customers with children, disabilities etc.

### **Inside the Store**

- Provide cleaning options at front of store and on the counter. This could be hand sanitiser, disinfectant wipes or other options.
- Increase the amount of cleansing of the shop. The retail areas and workshops of your shop, especially all contact points such as doors, handles and surfaces, should be cleaned regularly and after every time they are touched.
- Use floor markings inside to facilitate compliance with the social distancing advice of 2 metres, particularly in the most crowded areas and where queueing is likely (this may not be necessary if only 1 person is allowed in the store at any one time).
- Place clear signage throughout the store reminding customers of the social distancing measures and asking them to follow these rules. POS provided in section 1 of this document.
- Ensure aisles can accommodate 2m social distancing (if this cannot be accommodated you will need to put in place a 1 in and 1 out rule).
- Larger stores should implement one-way systems using floor markings and signage.

- Erect flexi-plastic barriers to protect those working on the tills. Links to where you can purchase these can be found in section 3 of this document.
- Leave non-essential doors open to minimise the number of people who touch them.
- Try and keep to contactless payments where possible. Card contactless payments can be made for transactions up to £30 or £45 depending on your terminal provider. There is no limit on phone payment apps such as Apple Pay or Google Pay. The ACT have provided a poster that retailers can print out to put on display in their stores linked in section 1 of this document.
- If you have a customer toilet we suggest these should be shut.
- In-store cafes should continue to be closed unless selling food for consumption off the premises.

## Inbound and outbound goods

- Consider whether the frequency of deliveries can be reduced by ordering in larger quantities less often.
- Where possible, have a single colleague load or unload vehicles or using consistent pairs of colleagues where required.
- Try to implement non-contact stock deliveries by encouraging drivers to stay in vehicles during the exchange of goods.
- Schedule deliveries if possible to avoid crowding. If they can be outside of opening hours this is beneficial.
- Deliveries should be via a back door where possible.

## Messages for customers and those looking to cycle

It is important that customers are aware of the measures you are putting in place so that they can follow them.

- Inform your customers of updates and the measures in place. You should contact your customers, either via email or through your social media channels, of the measures you have in place regarding social distancing. It is also worth updating them on opening times if these are different to usual.
- Put up signage in key places. If you put in place any measures that prevent people just walking in, as suggested above, then it's a good idea to put a poster on the front door making customers aware of this.



Customers looking to use their bikes during this period should be responsible.

- Encourage customers to cycle responsibly. This includes only cycling when travelling to and from work, to shop for necessities, to exercise or to travel to an outdoor space.
- Remind customers not to cycle in groups. Everyone should be avoiding social gatherings, and this includes group rides. If using cycling to exercise or to travel to an outdoor space, this should be done either alone, with those you live with or with only one other person from another household. If choosing to ride with one other person from another household, then a 2m distance should be kept between each other as a minimum at all times.

## 3 Sourcing materials for shielding/social distancing

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Wearing a face covering is optional and is not required by law, including in the workplace. Face coverings are referenced in the new guidance [Working safely during coronavirus \(COVID-19\)](#) and [Staying alert and safe \(social distancing\)](#).

Do not encourage the precautionary use of PPE other than were usually necessary within the business, as it is extremely limited for providing additional protection against COVID-19. Face coverings (not face masks) can be marginally beneficial as a precautionary measure for infected individuals, for the benefit and protection of others. If used, face coverings should be washed daily. Please refer to [section 6.1](#) of the '[Working safely during coronavirus \(COVID-19\)](#)' for further clarification on the use of face coverings.

The following suppliers can provide various elements of social distancing protection. The list is created for signposting purposes only, the ACT has not endorsed any of the following companies.

### Gloves and masks

- [ppesuppliesdirect.com/virus-protection/](https://ppesuppliesdirect.com/virus-protection/)
- [stevenagepackaging.co.uk/](https://stevenagepackaging.co.uk/)

### Protective counter screens

- [plasticonline.co.uk/protective-counter-screens.html](https://plasticonline.co.uk/protective-counter-screens.html)
- [socialdistancingkits.co.uk/](https://socialdistancingkits.co.uk/)
- [jade-aden-interiors.co.uk/](https://jade-aden-interiors.co.uk/)
- [rhinocuttingmat.co.uk/products/sneeze-guard-cough-screens/](https://rhinocuttingmat.co.uk/products/sneeze-guard-cough-screens/)

### Sneeze guards and face shields

- [vkf-renzel.co.uk/](https://vkf-renzel.co.uk/)
- [rapuk.com/2020/04/rap-repurposes-its-specialist-food-packaging-designs-and-technology-to-make-ppe/](https://rapuk.com/2020/04/rap-repurposes-its-specialist-food-packaging-designs-and-technology-to-make-ppe/)
- [printing.com/uk/covid-19-essentials?source=F316](https://printing.com/uk/covid-19-essentials?source=F316)

- [acrylicprotection.com/](http://acrylicprotection.com/)
- [tevenagepackaging.co.uk//](http://tevenagepackaging.co.uk//)

## Point of sale and informational stickers

- [socialdistancingkits.co.uk/](http://socialdistancingkits.co.uk/)
- [displaymode.co.uk/](http://displaymode.co.uk/)

## 4 COVID-19 re-opening an empty building checklist

The following re-occupancy check list was provided by IRC member BIRA for the use of small businesses. Use this template to record important checks of your premises before returning to work after lockdown. Stay alert to government announcements on return to work and complete **before** re-occupation.

Building Re-occupation Checklist				
	Yes	No	N/A	Action Required
<b>Statutory Checks</b>				
Is the five-yearly fixed wiring (electrical installation condition report) within date and rated as satisfactory?				
Is the gas safety certificate(s) in date for annual review?				
Plant rooms: Has all plant and equipment been suitably serviced?				
Has PAT testing been completed where relevant?				
Have all pressure vessels been examined as per the scheme of examination?				
<b>Fire Safety</b>				
Have you reviewed your Fire Risk Assessment (FRA)?				
Are boiler rooms and electrical cupboards free from combustible storage?				
Are skips and bins a safe distance away from your building(s)?				
Have you informed your Alarm Receiving Centre (ARC) of your re-occupation (where necessary)?				
Has the fire alarm system been serviced within the timescale outlined by the contractor?				
Has the fire alarm been tested weekly during the lockdown period?				
Is the fire alarm functioning correctly?				
Have all fire doors, maglocks, acoustic closing mechanisms and other associated equipment been checked for functionality?				
Are all fire extinguishers in place and free from defects?				
Have all fire suppression / sprinkler systems been suitably maintained and checked for sufficient pressure (where appropriate)?				
Have fire dampers been maintained (within the last 12 months)?				
Have the automatic smoke vents been maintained (within the last 12 months)?				
Has the lightning protection been tested and maintained (within the last twelve months)?				

Emergency Lighting				
Has the emergency lighting system been serviced (within the last 12 months)?				
Has the emergency lighting been tested monthly during the lockdown period?				
Is the emergency lighting system fully functional?				
Building Security				
Is there any damage to the structure, roof, windows or fixtures?				
Is the CCTV system functioning correctly?				
Is the intruder alarm functioning correctly?				
Contractors				
Have contractors been re-engaged (where possible)?				
Can contractors be controlled on site?				
Have measures been put in place to ensure contractors (and other visitors) with identified symptoms are not permitted entry to your premises?				
Water Safety				
Has your Legionella Risk Assessment been reviewed?				
Is there a re-commissioning plan (where necessary)?				
Has weekly flushing of all unused/little-used outlets (including external taps) been completed during lockdown?				
Have temperatures been checked against acceptable ranges?				
	Recorded temperature			
<i>Cold water storage tank (maximum 20°C)</i>				
<i>Hot water storage tank (minimum 60°C)</i>				
<i>Sentinel tap (furthest tap from the boiler – minimum 50°C)</i>				
Have all spray fittings been removed, descaled and replaced?				
Is Thermostatic Mixing Valve (TMV) maintenance up to date?				
Has the system been disinfected/chlorinated (including water tanks) where necessary?				
Utilities				
If any utilities have been temporarily shut off, have these been turned back on?				
Equipment				
Are all first aid kits in place, in date and fully stocked?				
Has the defib(s) been checked for safe operation?				
Has all equipment been switched on and checked for correct function?				
Are all necessary guards in place / undamaged?				
Has equipment been serviced or maintained as necessary by a competent person?				
Have the annual services been completed on all oil / electric boilers?				

Have all six-monthly LOLER checks been completed by a competent person?				
Have all window restrictors been checked to ensure they are in place and safe?				
<b>Staffing</b>				
Have risk assessments and plans been reviewed and agreed with vulnerable persons?				
Has your Lone Working Risk Assessment been reviewed?				
Are there sufficient staff on site to undertake safety-critical roles e.g. first aiders, maintenance, fire wardens?				
Is there sufficient supervision and support of staff?				
Does re-occupation need to be staged to maintain social distancing?				
<b>General</b>				
Has signage been erected informing customers to use contactless payments wherever possible?				
Where reasonably practicable, have suitable Perspex screens been installed at counters?				
Has a pest control contractor visited the premises recently and are suitable controls in place?				
Is any asbestos likely to have been disturbed during lockdown?				
Has the insurance company been informed of the recommencing of activities within the premises?				
Has re-occupation been considered within the Business Continuity Plan?				
Have all touch points within the facility been considered and controlled for both staff and customers in line with the risk assessment?				
Can social distancing measures of at least two metres be observed, where reasonable, at all times? Including both internal and external areas.				
Can social distancing and subsequent queues be safely established in external areas without impeding walkways or presenting further risk?				
Have suitable signs and floor markings been installed to inform and maintain distancing measures of at least 2 metres?				
Can a one way system be implemented with an 'in' and 'out' door?				
Has a COVID-19 Re-occupation Risk Assessment been completed to ensure controls are implemented to protect staff?				
Where public welfare facilities are present, can these be either closed or adequately controlled?				
Have areas where customers may congregate (such as a café) been closed to prevent gatherings?				
Has the risk assessment been communicated to all staff to ensure their awareness of requirements?				
Have all areas to be occupied been deep cleaned?				

Do you have sufficient cleaning staff, stock and processes in place to ensure that your premises remain safe?				
Are there sufficient hand-cleaning facilities made available, such as soap and hot water or hand sanitiser?				
Do trees and boundary walls within your grounds appear visually safe?				
Have you reviewed your last General Risk Assessment (GRA)?				

Action required	By	Priority	Time scale	Completed

## 5 Let the UK know that you are open

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An online map and postcode search facility at [openbikeshops.uk](https://openbikeshops.uk) has been set up to highlight bicycle shops which remain open during the COVID-19 outbreak.

It enables key workers and others who need their bikes fixed for essential journeys, or for exercise, to quickly locate retailers and repairers who are open for business.

Some retailers will have decided to open by appointment only, or workshop-only, or perhaps on a deliveries-only basis. The exact extent of opening will be clearly indicated, so that customers are fully informed.

**This service is completely free of charge for both users and all retailers, irrespective of ACT or BA membership.**

Retailers are encouraged to confirm their opening status ASAP at: [openbikeshops.uk/trade](https://openbikeshops.uk/trade)

This process is very quick and easy: most shops will find their contact details etc. are auto-completed when they enter their postcode. Then all they need to do is answer one multiple-choice question to confirm their opening arrangements. Opening status can be easily revised later if circumstances change.

Consumers can simply enter their postcode to see the contact details of confirmed open bike shops in their area.

The service has been set up in collaboration between the two UK cycle industry trade associations, the Bicycle Association and the Association of Cycle Traders. The Association of Cycle Traders is operating the service based around its existing dealer database and map, with the Bicycle Association adding opening data from major brands and its own Trade Network of retailers. Both organisations will work to raise awareness of the service in the industry and to the general public.



## 6 Further information

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The ACT COVID-19 IBD Reopening Resources and Guidance document was created with information relevant as of today's release date, 22<sup>nd</sup> May 2020.

We will continue to provide regular COVID-19 updates, resources and advice that is relevant to IBDs on our website [here](#), as well as any additional news stories [here](#).

If you have any questions about any of the information above or you require any additional information please do not hesitate to [contact us](#) and we will do our best to help you.