

7 steps to ensure your business is COVID secure



1 Read the latest legal and Government requirements

Ensure you are up-to-date with the latest government requirements. This step can be complicated because laws are always changing and depend on a variety of factors like location, i.e. England, Wales, Scotland, Northern Ireland, and industry, e.g. [healthcare workers](#).

Take professional advice when necessary to ensure your company is operating within the latest legal bounds.



2 Conduct a risk assessment

Update workplace risk assessments based on legal and the latest Government advice. This includes:

- Employee health, safety and wellbeing at work
- Employment rights and responsibilities
- Data privacy and GDPR compliance



3 Consult your workforce

There is a legal requirement to consult employees and/or representatives over proposed health and safety changes. This should cover:

- Details of what's changing
- How the change will reduce risks
- Help, training and support available

This needs to be a two-way communication with feedback considered before any final policy and process decisions are made.



4 Identify issues - find solutions

Collate any issues raised by the risk assessment and consultation processes and find practical solutions. Examples of this:

- **Data privacy** - Improve communication of GDPR commitments
- **Data security** - Review processes, upgrade software systems
- **Compliance** - Provide training and eLearning courses



5 Create a data collection plan

Outline exactly [how you will collect and manage](#) Covid-19 related employee data. Consider including:

- Documentation of the tools/processes that will be used - and how
- GDPR data collection/management limits and responsibilities
- Allocation of roles and responsibilities in the business in charge of managing this task
- Establishing completion schedules and key deadlines



6 Communicate your policy

Create a vaccination policy that:

- Explains how and why vaccination/test info is required
- Delivers simple and consistent messaging across the workplace
- Demonstrates your commitment to treating people fairly and equally
- Creates mechanisms for dealing with objections or disputes



7 Manage and monitor progress

Implement secure and compliant data management processes that can:

- Operate across a hybrid workforce
- Monitor status changes and update datasets
- [Meet GDPR data security requirements](#)
- Ensure access to only authorised employees
- Provide employees with access to their data

[Find out more about COVIDsecure by ELMO](#)