

CORONAVIRUS: GUIDE TO OPERATIONAL BEST PRACTICE

This summary guide has been compiled to help you Plan, Prepare and Pilot your approach to restarting or increasing production and sales in a way that ensures you are doing everything possible to limit the spread of Coronavirus.

Version 2: 4 September 2020



INTRODUCTION

The Coronavirus pandemic brought unprecedented pressures to bear on our Scottish Bakers members as restrictions on our economy took effect. While the majority of members were able to continue production during this time, we know of many who closed completely or who limited production because of the challenges of implementing the required social distancing measures and concern for the wellbeing of their staff and customers.

As restrictions begin to ease, more of our members will be looking to re-start or increase production and retail operations which is why we've brought together the essential elements of the official advice and guidance into this guide for members.

This summary guide has been compiled to help you "Plan, Prepare and Pilot" your approach to restarting or increasing production and sales in a way that ensures you are doing everything possible to limit the spread of Coronavirus.

The information in this guide has been sourced and adapted from the following key documents:

- **Food Standards Scotland:**
[COVID-19 – GUIDANCE FOR FOOD BUSINESS OPERATORS AND THEIR EMPLOYEES](#) (Updated 28 August 2020)
- **The Scottish Government:**
[Coronavirus \(COVID-19\): manufacturing sector guidance](#) (Updated 20 August 2020)
- **The Scottish Government:**
[Coronavirus \(COVID-19\): retail sector guidance](#) (Updated 25 August 2020)
- **See also:**
[Operational Guide for retailers checklist](#)

CONTENTS

First Steps: Risk Assessment	03
Questionnaire	04
Practical Considerations	05
Distancing in Retail Shops	08
Face Coverings	09
Appropriate PPE	10
When Staff Display Symptoms	11
Essential Resources	12

FIRST STEPS: RISK ASSESSMENT

Food businesses are familiar with a risk-based approach to managing production, distribution, and sales. All business owners must thoroughly assess their ability to implement measures that prevent the spread of COVID-19 in their premises and protect staff and customers from infection.

Only businesses with more than 5 employees are legally bound to prepare a Health and Safety Policy and formal written risk assessments, however those with fewer than 5 employees that don't require a Health and Safety Policy, should still at least undertake the checklist to prove some form of due diligence.

A full risk assessment (with full workforce involvement - eg recognised trade union safety representatives or relevant employee safety representatives) of all business areas should be undertaken including for retail spaces, production areas and office, communal and other site-wide areas (eg smoking shelters, loading bays).

Risk assessment templates, with sample response measures, are available to download from the Scottish Bakers website:

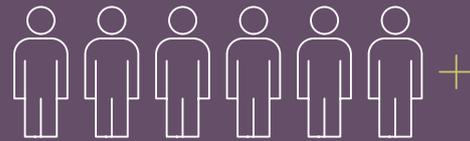
- [Risk Assessment: Bakery](#)
- [Risk Assessment: Retail](#)

Food Standards Scotland has also published its own [Risk Assessment Tool](#) that you can download from their website.

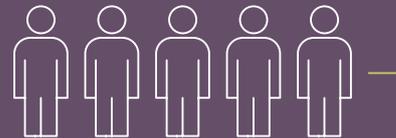
Remember, risk-assessment is a dynamic process and you should continue to monitor your actions and engage with your workforce to identify what measures are working, where refinements are possible and any gaps remaining.

KEY POINTS

Businesses with **more than 5 employees** are legally bound to prepare a formal written risk assessment.



Businesses with **fewer than 5 employees** should still at least undertake the checklist to prove some form of due diligence.



QUESTIONNAIRE

To begin with, you should answer the following questions which will help you determine what additional steps you need to take to prevent the spread of COVID-19:

1. Have you reviewed your **existing Food Safety Management System (FSMS), Health and Safety, and Infection Prevention and Control Procedures** against Government advice on hygiene and social distancing requirements for preventing the spread of COVID-19?
2. Do you have procedures in place for ensuring all staff are aware of the need to control the spread of COVID-19 in their workplace and if so, how are these evidenced?
3. Can you implement robust hand hygiene measures through the provision of hot water, suitable soap, paper towels and hand sanitiser at every entrance and exit to food production/work and communal areas and at appropriate points within these areas?
4. Are all your staff trained in effective hand washing technique, and can you monitor this practice at all appropriate points throughout your business?
5. Have you reviewed your existing cleaning and disinfection procedures **to include additional cleaning and disinfection** at all workstations, public/communal areas, common touch points and surfaces at an appropriate frequency to ensure they are sufficient for controlling the potential spread of COVID-19?
6. Can you **maintain a 2-metre distance between people** across all areas of your business including in stores, on-site, food production lines and communal areas?
7. Are you able to support all office staff in working from home?
8. Do you have procedures **to stop staff congregating in communal areas** such as canteens, clocking-in areas, staff rooms, wash areas and corridors (e.g. staggered start/finish and break times)?
9. Can you **maintain a 2-metre distance between employees or segregate them** whilst working on the line – eg: by reducing line speed, introducing shift patterns, constructing panels between workers?
10. Are you delivering training to ensure all employees understand the requirements for social distancing, and can you monitor adherence by all staff?
11. Can you minimise external visitors to your premises, and ensure any essential visitors (delivery drivers/maintenance crews/cleaning personnel etc.) follow all your established protocols to minimise the risk of spreading COVID-19 to staff?
12. Do you have measures in place to minimise contact between essential visitors to your site and your employees?
13. Do you have procedures for monitoring the health of your staff in relation to COVID-19?
14. Are you able to put measures in place to isolate and remove symptomatic individuals and take any follow up action that may be required?
15. Are you staying up to date with the guidance published by Scottish and UK Government?

PRACTICAL CONSIDERATIONS

The Scottish Government has published guidance to support the manufacturing sector in Scotland:

- [Coronavirus \(COVID-19\): manufacturing sector guidance \(Updated 20 August 2020\)](#)

Staff Awareness

Make sure ALL your staff understand the importance of maintaining an effective Food Safety Management System including:

- the role of thorough and frequent handwashing in preventing the spread of COVID-19.
- measures for implementing social distancing across all areas of your business.

You should discuss these matters in an open and positive way with your workforce. This is best done through early, regular and ongoing engagement between business owners and workforce representatives or trade unions.

You should also consider health factors in any phasing of who returns to work, with employees living in vulnerable or shielded households only expected to return when new safe working environment measures have been implemented and a return to onsite work is consistent with individual medical advice.

Effective Personal Hygiene

You must ensure everyone in your workforce is trained in effective hand-washing (ie wash hands for the required 20 seconds with soap and water) and that the importance of this is reinforced throughout your business.

- Provide hand sanitiser and tissues as well as access to hot water, suitable soap and paper towels at every entrance and exit to food production or work areas.
- Make sure bins are provided for disposal of used paper towels / tissues and instruct all staff that these must be used.
- Ensure that all staff undertake effective handwashing every time:
 - they enter and exit the food production area/serving area, and at regular intervals during manufacture/processing/sales.
 - After using computers, phones, door handles and other surfaces across the site.
 - After touching their face, blowing their nose, coughing and/or sneezing.
- Implement measures to monitor handwashing at key points and at regular intervals on the production lines.

Cleaning and Disinfecting

An effective cleaning and disinfecting regime is an essential measure in the combat against the spread of COVID-19. Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the products you normally use, considering the need for additional measures where appropriate.

Workstations & Premises

- Increase cleaning schedules at workstations, key touch points (including switches, door handles, grab-rails in corridors, stairwells, keypads, vending machines, etc) and public areas – at least every two hours.
- Ensure that all surfaces in any communal areas, for example changing areas and clogging in points, are cleaned and disinfected between different groups of staff occupying these spaces.

Food Contact Surfaces & Processing Equipment

- Continue to apply your existing cleaning and disinfection regimes for controlling microbiological hazards in food (such as those outlined in the [FSS Guidance on the Control of E. coli O157 Cross Contamination](#)).
- For areas/surfaces where there is more regular human contact, you should consider additional disinfection measures using methods known to be effective against viruses – eg Quaternary ammonium products, household bleach (bleach should be diluted to a 1:50 dilution where the product has an initial concentration of 5% sodium hypochlorite).

Cleaning/Disinfecting Products

- The Society of Food Hygiene and Technology [has published a useful guide to cleaning and disinfection regimes in food operations with regard to COVID19](#). This provides information on the efficacy of different disinfectants against members of the coronavirus family.
- Check with your suppliers of disinfectant products that these have been certified as effective against viruses such as coronavirus. Products bearing the **EN 14476:2019 standard** should have been tested for efficacy against enveloped viruses (although not specifically the virus responsible for COVID-19).
- Always follow manufacturer's instructions for dilution, application and contact times for detergent and disinfectant products. Contact time is the time that the disinfectant/bleach solution must be in contact with the contaminated surface and is particularly important to ensure effectiveness.
- Always **ensure chemicals used for the cleaning and disinfection of work surfaces are food grade**. It is also important to check that they are safe to use on the intended surface before including them in your cleaning and disinfection regime.

PRACTICAL CONSIDERATIONS

- Bleach and other chemical disinfectants can damage some materials and, in particular, should not be used on phones, keyboards and electronic devices: use disinfectant or alcohol (70%) wipes instead.
- If you are concerned that an area may be contaminated by COVID-19 (eg – through contact with an infected employee), wear disposable or washing up gloves and aprons for cleaning. These should be double-bagged and stored securely for at least 72 hours before throwing away in the regular rubbish. This is advised by Health Protection Scotland (HPS) because evidence suggests that under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

More Cleaning Resources

Guidance on cleaning and disinfection for COVID-19 control in non-healthcare settings has also been published by:

- [Public Health England](#)
- [Health Protection Scotland](#)
- [The European Centre for Disease Prevention and Control](#)
- The Society of Food Hygiene and Technology has also produced a [Guide to Cleaning And Disinfection Regime With Regard To novel Coronavirus](#)
- Information on specific cleaning and disinfection measures for COVID-19 can also be found in the [23 March 2020 Edition of Chemical and Engineering News](#)
- [The Global Food Safety Initiative has also produced a guide on the optimal usage of cleaning agents, sanitisers and disinfectants to minimise the risk of traces in foods.](#)

Social Distancing

Physical distancing duties are set out in Regulation 4(1) of the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020. A person who is responsible for carrying on a business or providing a service must take all reasonable measures:

- to ensure that a distance of 2-metres is maintained between any persons on the premises (except between members of the same household or a carer and the person assisted by the carer)
- to ensure that they only admit people to its premises in sufficiently small numbers to make it possible to maintain that distance
- to ensure that a distance of 2-metres is maintained between any person waiting to enter the premises (except between members of the same household or a carer and the person assisted by the carer).

1-Metre Distancing

While 2-metres remains the Scottish Government's default physical distancing requirement, exceptions have been granted for hospitality and retail where it is permissible to move to one metre with the introduction of additional mitigation measures. Such measures might include:

For retail:

- One-way systems
- Staggering arrival and departure times of staff
- Contactless payments
- Signage, tannoy announcements
- Hand sanitation facilities at entry and exit points and common areas
- Mandatory face coverings
- Screens to create a physical barrier between people, for example at till points
- Supply of hand sanitiser for employees
- Increased ventilation

For hospitality:

- No standing – all customers seated
- Face coverings by staff
- Clear systems for safe ordering and payments
- Clear systems for safe use of toilet facilities
- Use of screens between seating areas
- Good ventilation
- Good signage
- Reduced noise measures e.g. no background music, to reduce need for customers to shout
- Clear messaging on need to provide contact details to support Test & Protect

Regardless, it is vital that you can demonstrate and give confidence to your workforce and customers that you can consistently practice safe social distancing and comply with ALL other standard health and safety requirements.

All members of staff who can work from home, should continue to do so and you should promote the use of teleconferencing for meetings, even between people in the same building.

For Those Who Cannot Work From Home:

- You must do everything possible to maintain a two-metre distance between all colleagues and with customers – across all areas of your business including on-site, in food production areas, communal spaces and in retail premises.
- Review arrangements for staff who need to travel to work. If you currently offer staff transport you may need to reschedule trips or offer an enhanced service to maintain physical (social) distancing. You should also discuss with staff the need to review other arrangements such as car sharing. Further advice in relation to travelling to and from the workplace is included in the [guidance produced by Health Protection Scotland](#).

PRACTICAL CONSIDERATIONS

Workplace Considerations

- All non-essential movement between sites should cease wherever production and safety allows it. **You must make sure all staff adhere to the restrictions.**
- Re-design workflow to minimise movements between areas.
- Non-essential visits from external parties should be prohibited wherever possible. Please note that enforcement officials such as Environmental Health Officers are considered essential visitors and will follow the strict site protocols as necessary.
- All essential visitors must be aware of the Government guidelines and adhere to company protocols.
- Essential visitors should be required to complete a declaration that they have no COVID-19 symptoms (a high temperature (fever) and new, continuous cough). If possible, this should be provided electronically, prior to arrival on site to minimise contact with employees. If any essential visitors display or report having suffered from these symptoms they should not be allowed on site.
- If any essential visitors must spend time on site, take appropriate measures to separate them from employees wherever possible. Ensure the 2-metre physical distancing requirements are maintained during interactions with staff and, where possible, designate separate waiting areas and toilet facilities to minimise contact with employees.
- Queuing at clocking-in areas can lead to staff grouping together. Consider staggering start and stop times to avoid crowding, and use markings on the ground to ensure staff maintain a 2-metre distance from each other. Where possible allow a buffer area to avoid close congregation of personnel.
- If you can, use a one-way system in your workplace or a “keep-left” policy to minimise contact, confusion and reduce time spent in confined areas.

Social Distancing in Production, Handling & service Areas

You must take all possible steps to ensure the 2-metre rule is adhered to in all production, handling, and service areas. You may need to re-arrange workspaces or consider changing shift patterns to maintain social distancing between employees. Reduced staffing levels may have an impact on productivity, but this may be necessary to protect staff and maintain output.

You should also consider the following measures in your production area:

- Running lines slower, for longer, to maintain output with fewer staff.
- Assigning workstations to single individuals.
- Using physical barriers (such as clear Perspex screens) between workstations (ensuring these are cleaned throughout shifts).
- Keeping workers on same production lines or working in the same areas of the premises each day.
- Ensuring that when lines stop during production there are measures for preventing staff congregating in groups.
- Marking physical distancing spaces on the production floor so they are clearly identifiable.
- Moving certain tasks to different locations where practical.
- Maintaining 2-metre distancing in wash areas, particularly at the end of break times where there is more risk of congestion and air moisture content is higher than normal.
- Staggering break times for staff to reduce congestion in communal areas (see below).
- **Where activities must continue but social distancing cannot be maintained, businesses must ensure any time spent at less than 2-metres should be kept to an absolute minimum**, with the maximum possible distance between people. Where it is practical and safe to do so, such activities should also be undertaken with individuals working back-to-back or side-to-side rather than face-to-face. Additional precautionary measures such as the use of facemasks and/or other Personal Protective Equipment (PPE) may also be appropriate for such occasional circumstances

Social Distancing in Communal Areas

Physical (social) distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, meeting rooms, break/staff rooms, canteens and similar settings.

These areas provide a key opportunity for staff to congregate and break social distancing guidelines. You should, where possible, provide additional space to allow personnel to spread out more.

You should also consider the following measures:

- Develop a rota system for staggering breaks to control the number of people using communal spaces and corridors at any one time.
- If it is not possible to provide additional communal space for break times, develop a rota system for staggering breaks to control the number of people using communal spaces and corridors at any one time.
- Allow workers longer break times in order to allow them to reach their break area to avoid crowding.
- [Scottish Government guidance on returning to work safely \(Updated 31 August 2020\)](#) has identified workplace canteens as non-essential businesses which should remain closed unless there are no practical alternatives for providing food to staff and/or provide a space for breaks.

DISTANCING IN RETAIL SHOPS

Effective measures are required to maintain social distancing in retail outlets, both behind and in front of the serving counter, and outside premises.

The Scottish Government has published sector guidance to support the retail sector:

- [Coronavirus \(COVID-19\): retail sector guidance \(Updated 25 August 2020\)](#)
- See also: [Operational Guide for retailers checklist](#)

It is recognised that implementation of effective measures will be determined by site-specific conditions, but the points below provide an indication of the kind of actions that will help maintain distancing and prevent the spread of the virus. This is not an exhaustive list of possible actions.

Outside Store

- Ask customers to order online, on apps or over the telephone to reduce queues and stagger pick-up times.
- Collection times should be staggered to discourage crowds.
- Limit entry and exit points – use a one-way system if possible.
- Restrict the number of people in your store at any time depending on its size and layout to ensure 2-metres distance between customers (or 1-metre if you have additional mitigation measures in place to allow this).
- Use signage to show customers where to queue to maintain 2-metres separation.
- Have a member of staff manage the queue if necessary.

Inside Store

- Staff to have full access to suitable hand-washing facilities and supplies, including hand sanitiser.
- Daily reminders about hand washing and correct coughing etiquette using the following:
 - Additional signage
 - Written communication
 - Posters and signage.
- Identify and regularly clean key touch points: eg – work surfaces, door handles, glass display counters, preparation areas, keypads.
- During food collection and payment, ensure there is adequate separation between front of house serving staff and customers. Create a physical barrier such as a screen.
- Encourage contactless payment from customers if possible.
- Use floor markings to facilitate compliance with the social distancing advice of 2-metres.

- Place clear signage throughout the store reminding customers of the social distancing measures and asking them to follow these rules.
- Fewer staff serving behind counter areas to minimise opportunity for close contact:
 - Arrange shifts to maintain same staff working together, where possible.
 - Offer staff alternative tasks if concerns are raised.
 - Remind staff not to share items such as pens.
 - Staff to be side by side or back-to-back always: never face-to-face
- Staff in “back-shop” areas must also maintain social distancing

USDAW and the British Retail Consortium have collaborated to agree on some wider practical considerations for retail stores in general. The [full document can be downloaded from the BRC website](#).

KEY POINTS



SOCIAL DISTANCING

Keep customers 2m apart at all times both inside and outside the store.



CONTACTLESS PAYMENTS

Encourage customers to use contactless methods of payment.



HAND-WASHING

Staff to have full access to suitable hand-washing facilities and supplies, including hand sanitiser.



CLEANING

Identify and regularly clean any key touchpoints.



ONE-WAY SYSTEM

If possible use a one-way system within the store.

FACE COVERINGS

There is evidence that face coverings have some additional value, especially in crowded and less well ventilated spaces, and where 2-metre distancing is not possible.

People must by law wear a face covering in shops, on public transport and public transport premises such as railway and bus stations and airports, and in certain other indoor public places.

This includes shop staff where they are not separated from customers by a physical barrier of some sort (eg a Perspex screen).

A face covering can be a covering of any type, **except a face shield/visor**, that covers the mouth and nose. It is recommended that it be made of cloth or other textiles and should be two, and preferably three layers thick, and through which you can breathe.

[Read the Scottish Government's full guidance on face coverings \(Updated 31 August 2020\).](#)

KEY POINTS



FACEMASKS

Protective facemasks **can** have a role to play in reducing the spread of infection, **but only if used properly.**

APPROPRIATE PPE

Standard Personal Protective Equipment (PPE) must continue to be worn as required, in line with the existing health and safety and first aid requirements of the food business.

- Health Protection Scotland (HPS) recommends that based on current advice, it should not be necessary for businesses to implement additional PPE as a standard requirement across their operations.
- PPE such as masks and gloves **can** have a role to play in reducing the spread of infection, **but only if used properly** and in appropriate situations.
- **Robust hygiene measures, coupled with physical (social) distancing wherever possible, continue to be the most important measures** for food businesses to apply for preventing the spread of COVID-19.
- Facemasks carry their own training, usage and disposal requirements to minimise the risk of them becoming a source of contamination.
- Ill-fitting face masks and the build-up of condensation can cause discomfort, increasing the likelihood that the wearer will touch their face and the potential for spreading infection.
- Food businesses **will need to carry out a health and safety risk assessment to determine the need for additional PPE in specific circumstances**, against potential negative impacts of their inappropriate application, including consideration of any additional training requirements.

KEY POINTS



SOCIAL DISTANCING

Social (physical) distancing continues to be the most important measure to reduce infection rates.



HAND-WASHING

Robust hygiene is key to reduce infection rates.



CLEANING

Strict cleaning policies are paramount to reduce infection rates.



GLOVES

Protective gloves **can** have a role to play in reducing the spread of infection, **but only if used properly**.



FACEMASKS

Protective facemasks **can** have a role to play in reducing the spread of infection, **but only if used properly**.

WHEN STAFF DISPLAY SYMPTOMS

Staff should know that anyone experiencing symptoms should self-isolate immediately. They should then be sent home in personal transport if available.

- If anyone is made aware of anyone displaying symptoms of COVID-19 (a new, continuous cough or a high temperature), immediate action should be taken to remove them to a pre-arranged isolation room, until they can be sent home.
- They should be advised to follow the stay at home guidance. If they need clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access.
- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, **they do not need to go home unless they develop symptoms themselves.** They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

Returning to Work

- If anyone has self-isolated and they are returning to work, they must have self-isolated for 7 days from when the symptoms started. If they have been in contact with anyone with symptoms, they must self-isolate for 14 days. This should be communicated to staff, checked and verified as part of the return to work procedures.

Test and Protect

Test and Protect, Scotland's approach to implementing the 'test, trace, isolate, support strategy', is a public health measure designed to break chains of transmission of COVID-19 in the community.

As part of this you will be asked to self-isolate at home for 10 days if you have symptoms of COVID-19 or you have tested positive for it. If you live with someone who has symptoms or has tested positive, or if you have been in close contact with someone who has tested positive, you will be asked to self-isolate at home for 14 days.

Anyone with the symptoms of COVID-19 should go online to www.nhsinform.scot to book a test. If you cannot get online please call **0800 028 2816**. You should self-isolate at home straight away along with other members of your household.

Under the system, people will need to isolate with their household as soon as they have symptoms and, if they have a positive test result, they will be asked to provide details of all recent close contacts to NHS contact tracers. Those people will be contacted and asked to isolate for 14 days.

The Scottish Government defines close contact as:

- Those that are living in the same household has a case.
- Face to face contact with a case for any length of time within 1 metre, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin), or travel in a small vehicle (e.g. car or van) with a case.
- Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case.

In workplace settings where Personal Protective Equipment (PPE) has been used with the intention of reducing the risk of exposure – such as visors, masks, gloves or screens – an individual risk assessment will have to be undertaken by the Health Protection Team based on the level of PPE used, the level of exposure and whether the case, contact, or both were wearing PPE, to decide whether a contact was exposed.

ESSENTIAL RESOURCES

Official Advice

- Food Standards Scotland: [COVID-19 – GUIDANCE FOR FOOD BUSINESS OPERATORS AND THEIR EMPLOYEES](#) (Updated 28 August 2020)
- The Scottish Government: [Coronavirus \(COVID-19\): manufacturing sector guidance](#) (Updated 20 August 2020)
- The Scottish Government: [Coronavirus \(COVID-19\): retail sector guidance](#) (Updated 25 August 2020)
 - See also: [Operational Guide for retailers checklist](#)

Risk Assessment Templates

The templates available to download below were developed by Scottish Bakers member, Bayne's the Family Bakers and have been kindly made available for other members to use.

- [Risk Assessment: Bakery](#)
- [Risk Assessment: Retail](#)

Food Standards Scotland has also published its own [Risk Assessment Tool that you can download from their website](#).

Cleaning and Hygiene

There is a wealth of information on effective cleaning and hygiene practices.

- [FSS Guidance on the Control of E. coli O157 Cross Contamination](#)
- The Society of Food Hygiene and Technology [guide to cleaning and disinfection regimes in food operations with regard to COVID19](#)
- [Public Health England](#)
- [Health Protection Scotland](#)
- [The European Centre for Disease Prevention and Control](#)
- The Society of Food Hygiene and Technology has also produced a [Guide to Cleaning And Disinfection Regime With Regard To novel Coronavirus](#)
- Information on specific cleaning and disinfection measures for COVID-19 can also be found in the [23 March 2020 Edition of Chemical and Engineering News](#)
- [The Global Food Safety Initiative has also produced a guide on the optimal usage of cleaning agents, sanitisers and disinfectants to minimise the risk of traces in foods.](#)

Social Distancing

- [Scottish Government guidance on staying safe and protecting others Business and Social Distancing](#) (Updated 24 August 2020)
- [Scottish Government guidance on returning to work safely](#) (Updated 31 August 2020)
- Guidance on travelling to and from the workplace is included in the [guidance produced by Health Protection Scotland](#).
- USDAW and the British Retail Consortium: [Social Distancing in Retail Stores and Warehouses](#)

Some food and drink businesses have found it helpful to issue a briefing to employees, detailing the measures being taken to maintain social distancing and provide regular updates on company guidance. [Click here to download an example](#).

Route Map out of Lockdown

The Scottish Government has published how it is transitioning out of lockdown, including the framework that guides decision making. A series of updates to this route map have been published and are available to view through the link below:

- [Framework for Decision Making - Scotland's Route Map Through and Out of the Crisis](#)