

BOCC Minutes - Tuesday 7th July

**TO: Business & Operational Continuity Committee
Incident Management Communications Group (for info)**

Dear Member

Several items for your attention:

First, please find below the meeting notes from our most recent meeting of the Business & Operational Continuity Committee (BOCC).

Second, and in response to member requests, I am conducting a short member survey as to how many firms are returning persons to the office and in what numbers. Please click on this [link](#) to fill the form in. Its not meant to be totally comprehensive, but just a rough means of measuring where firms are at.

Finally, the Economic Development team at the Greater London Authority, in partnership with Transport for London, is currently collecting information on the phased reopening of London and the implications of this for London businesses and the transport network. They have asked that members could also fill in this short [Survey](#). The deadline is Tuesday 14th July at 17:00. It gathers information on the return to offices, use of public transport, and any plans businesses may have on re-occupation of offices.

Please note I will also be sending these links to the COVID19 Exit strategy working group. No need to fill it in twice.

Meeting note:

Member discussion focused on return to the office plans, (including any change of plans in light of recent developments in Leicester), general operational challenges, and any specific plan to accelerate return to the office plans.

- Some members observed that following the relaxation of social distancing measures and an opening of some premises (hospitality and certain shops for example), there were emerging questions as to whether they should accelerate their return-to-the-office plans. No firms advised that they were amending their plans of a phased return-to-the-office, although one firm did report that they were looking to return to the office sooner than originally planned on the grounds of staff wellbeing and productivity.
- Most members reported that their return-to-office plans involved a phased approach with the majority of staff still working from home well after the summer, if not into next year. For those persons returning to the office, firms were prioritising functions which must or are best conducted in an on-site setting.
- **Teams going back to the office:** some firms have taken the approach to bring back part of their staff by team 'units' and with a system of rotations (weekly/biweekly) with other teams to avoid potential transmission across the business. On the contrary, some other firms have taken the approach to not bring back full teams together so as to ensure resilience across all areas should transmission occur in the office.

- **Regional/localised lockdowns:** some firms are reviewing their return to the office plans to ensure resilience in case of potential further regional lockdowns, noting that the Leicester 'lockdown' came without any advance notice from Government. For this reason, some firms are monitoring infections and regions potentially at risk of a localised lockdown through information available in the media. There is no centralised data available from government on potential "pockets" of infection which could lead to localised restrictions, which is felt problematic.
- **Face masks/coverings:** most firms are not requiring employees to wear masks when seated at their desks, however some are requiring employees have to wear masks when moving around the office, but can take them off at their desk provided they are social distancing.