

## Cranfield Trust Consultancy – Reopening Post Covid

Whether charities have already re-opened, are doing so this week, next week or in a few months, there will be a lot to consider. To think beyond the ‘now’ is much easier when you have someone else to share ideas, help, guide through change. This is where a Cranfield Trust consultant can help.

The Trust has developed guidelines and a process to support charity leaders through re-opening as well as mentoring through change. Using our in-house tools the Trust Project Manager and or Consultant will work through the following phases:

### Assessment

Initial assessment of needs - the Trust will identify current and future needs using our impact framework “Journey to Excellence:” ©

### Re-Opening Checklist

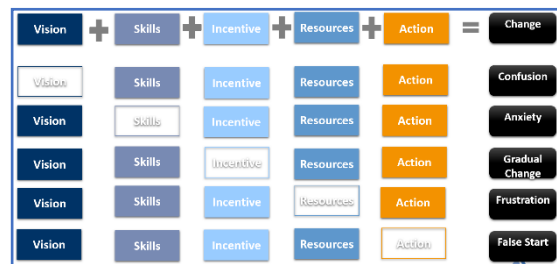
The Trust consultant will work with the charity to work through Cranfield Trust’s Re-Opening Checklist covering the following areas;

- Initial Triggers for re-opening
- Staggered Re-entry Dates and Work schedules
- Staff Availability
- Team and Rotation
- Transportation to/from Workplace
- Visitors
- Temperature and Other Screening
- Workspace
- Common Areas/Rooms
- Cleaning Protocols
- Personal Protection Equipment (PPE)
- Laptop, IT Accessories, Furniture
- Awareness and Education
- Handling Unwell Staff
- Reinfection Response Plan

### Ready for Change

With information collected in the J2E, the checklist, the consultant will also work with the charity to make sure that all the change management bases are covered:

- Vision
- Skills
- Incentives
- Resources
- Action



### Celebrate and look forward

Post project J2E assessment. Recognise achievements and review distance travelled using the J2E framework. Identify and prioritise next steps.

<sup>1</sup>Journey to Excellence (J2E) © is The Trust’s bespoke impact framework designed specifically for charities. J2E guides all our management consultancy project to deliver meaningful outcomes