



## SAFE WORKING WITH CORONAVIRUS

### Managing risks in the building and your office

You should use this guide to help keep yourself, your teams and other users of Market House safe during the Coronavirus epidemic. It is based on a full risk assessment for the building and informed by the latest Government advice. It is divided into sections based on the different types of risks to be managed and the last section is specific to your own office.

#### GENERAL ADVICE FOR WORKPLACE SAFETY

- continue to work from home wherever possible
- if you have Coronavirus symptoms, DO NOT come into the office. Follow the NHS guidelines in the link at the end of this document
- within your teams, try to plan your times in the building to avoid other people
- try to stagger your arrival and departure times with your team members and other building users to minimise contact
- use the hand sanitising stations when entering the building / touching items
- regularly wash your hands for at least 20 seconds
- always try to keep a 2m distance from anyone else not in your household
- follow markers on any yellow and black guidance tape to help you maintain a safe distance from others
- where possible, keep windows open to improve ventilation and air circulation
- take breaks outside wherever possible
- once available, ensure everyone downloads and uses the contact tracing app
- do not bring visitors on site unless essential / ensure they are briefed to follow these guidelines if they do come into the building
- if you or any of your household or team are classified as clinically vulnerable, please follow the additional Government guidelines (url in the resources section below)

#### MANAGING RISK IN CORRIDORS AND SHARED AREAS

*Coming into / out of the building:*

- Wait outside the door to let anyone coming down the stairs leave before you enter
- Use the hand sanitiser on the left hand wall before coming up the stairs
- When leaving, use the area next to the comms room door to wait for anyone coming up the stairs to pass
- If you have to pass on the stairs, use the half landing and face away from each other

### *In the corridors*

- Try to stagger the times you come out of your office in order to avoid contact with other people – odd offices odd hours, even offices even hours (your office number is on the last section of this document). E.g. Office 1 try to use between 9 and 9-59, office 2 try to use between 10-00 and 10-59 etc
- Step back into the waiting areas: at the top of the stairs, in the meeting ante-room and next to the kitchen to allow others to pass
- If you have to pass in the corridors, turn and face away from each other whilst passing
- consider using a face covering when using the corridors

### *In the kitchen*

- To keep the 2m distance, only one person should be in the sink area at any one time. Use the seating whilst waiting but let the other person exit before standing up
- Use the corridor area outside the kitchen by the escape exit to safely wait for space
- Use the hand sanitiser or wipes to clean down your hands and any surfaces you touch before use
- Please DO NOT leave used items in the sink. Stack the dishwasher and if it becomes full during the day, put it on
- If you do empty the dishwasher during the day, sanitise your hands first

### *Handles, toilets and surfaces*

- Use sanitiser before touching high-contact areas
- We will ensure someone wipes all high-contact surfaces every 2-3 hours
- Wipes are provided for your use but as they are hard to source at the moment, please use sparingly as if we run out, we may not be able to replace them quickly

### *Meeting room*

- The meeting room should only be used for a maximum of two people at any one time, each seated at opposite ends of the table
- Please respect the 2m distancing guidance when entering or leaving the room
- Use the wipes provided to wipe down the meeting room table before use

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Compared with other measures, PPE has a limited role in minimising risk. The Government DOES NOT recommend precautionary use of extra PPE outside of clinical settings.

### *Face covers*

These are recommended in enclosed, shared areas where you cannot maintain a 2m distance e.g. when moving around the shared areas of the office. Masks do not need to be surgical grade and you can source or make your own and potentially wash and re-use. To minimise environmental impact, we recommend you take this approach.

### *Hand washing and sanitisation*

These remain the most effective ways of preventing virus transmission. We have installed sanitisation stations at the entrance doorway, by the toilets and in the kitchen along with handwash by all sink areas. Please use these when entering the building or when touching surfaces.

## **WHAT STEPS WE ARE TAKING & WAYS WE CAN SUPPORT YOU**

### *Cleaning*

- We have completed a deep clean of the office including carpets on May 12<sup>th</sup>.
- The daily cleaning services will resume from May 18<sup>th</sup> with an enhanced cleaning and wipe-down protocol based around Coronavirus best practice
- We will arrange for high-contact surfaces (eg toilet room doors) to be wiped down regularly during the day

### *Signage*

- You will see new signage in the corridors and entranceways to mark out sanitisation points, waiting areas and social distancing guidelines. Please adhere to these

### *Social distancing at workstations*

- We will discuss office layouts and markings for safe working with all office owners and help you with re-configuring the office, removing furniture or marking workstations to be used / left vacant.
- We have close relationships with a number of suppliers for provision of workstation screens, signage and space / directional markings. Please let us know if you require anything specific over and above what we have provided / already discussed with you.

### *Refreshments*

- If you wish to minimise time outside your office, you can take crockery and utensils from the main kitchen to keep in your office. If you have your own kettle, you can create your own tea-point and re-stock periodically from the central supplies which we will keep available in the tea-point cupboards

## **WORKING SAFELY IN YOUR OFFICE – Office 7, The Chalgrove Suite**

### *Minimising numbers in the office at any one time*

- The safest way to minimise contact is to schedule timings or days in the office to reduce cross-over. We are happy to assist with this or set up a shared calendar but as you all know-each other, you might prefer to arrange this between yourselves. Please let us know if you would like us to co-ordinate something.

### Maintaining a 2m safe working distance

- Government guidance suggests desks should be next to each other or back-to-back, not face to face. We have reconfigured the layout in line with this to create safe working for four people. Additional desk screens are on order to allow us to increase this to up to six people from mid-June.
- We have designated some workstations as not to be used in line with social distancing guidelines. Please do not remove these signs or move the desks around without discussing with us first.
- A 2m area around workstations will be marked out with yellow and black tape. Please stay outside this when standing / talking to other members of Market House

### Moving around the office

- Given the layout of the office, all walkways are two-way so please give other people 2m space and allow them to pass safely when moving around the office.
- Only enter and exit the office one person at a time

## RESOURCES

Latest Government Coronavirus advice with best practice on staying safe overall, whilst travelling to work and in the workplace.

<https://www.gov.uk/coronavirus>

NHS guidance on what to do if you have Coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Government guidance on Health and Safety in the Offices

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Government guidance for Employers and Businesses

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

How to make your own face mask – BBC news article

<https://www.bbc.co.uk/news/uk-52609777>

If you have any concerns or wish to discuss anything personally / in more detail then please contact Andy in person, by email [andy@pointofdifference.co.uk](mailto:andy@pointofdifference.co.uk) or by phone on 07851 744 508

Welcome back and stay safe