

## 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 Guardian 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.

#### 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 floor stickers or 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 and your office:*

- Please wait outside the door to let anyone in the lobby or on the stairs leave before you enter
- Use the hand sanitiser in the lobby dispenser before coming up the stairs
- When leaving, wait on the stairs or in the corridor area to let others pass and keep a safe 2m distance
- If you have to pass on the stairs, use the half landing and face away from each other

#### *In the corridors*

- Use the full corridor area, the tea-point or the toilet areas to step back into and allow others to pass
- Check the glass screen in the office doors to avoid coming out of your offices whilst others are in the corridors
- If you feel at risk, consider using a face covering when using the corridors

#### *In the tea point areas*

- To keep the 2m distance, only one person should be in the sink area at any one time.
- Use the corridor areas and surrounding seating to safely wait for space around the refreshment area
- 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

### **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 will complete a deep clean of the office before fully opening
- Once the daily cleaning services resume, we will have 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 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.

## WORKING SAFELY IN YOUR OFFICE

The notes below are intended as guidance if you have your own office suite in Guardian House. For the ground floor shared office, we will work with you directly to create the right layout for everyone based on who is using the office.

### *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. If you are able to stagger arrival times between your own team members and other users of the office, this will minimise risk of contact in the shared areas of the building.

### *Maintaining a 2m safe working distance*

- Government guidance suggests desks should be next to each other or back-to-back, not face to face. For most offices in the building, this is not a problem as you have plenty of space. If however people sitting at desks would be facing each other / within 2m of each other, you should consider changing the office layout or ordering screens to create a barrier. We are able to assist with this through our suppliers if you need.
- Any spare desks which are opposite people may not be suitable for use given the social distancing guidelines. These should be marked as such to prevent people sitting at them accidentally.

### Moving around your office

- 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

Whenever you return, welcome back and stay safe