

## SAFE WORKING WITH CORONAVIRUS

### Managing risks in Perch Coworking

You should use this guide to help keep yourself, your teams and other users of Perch safe during the Coronavirus epidemic. It is based on a full risk assessment for the office 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
- if working as part of a team, try to minimise the times when you are all in the building at the same time
- 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 Perch / periodically whilst on site
- 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 signage or yellow and black guidance tape to help you maintain a safe distance from others
- take breaks outside wherever possible
- once available, we recommend you download and use 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 Appendix resources section)

#### MANAGING RISK IN PERCH

##### *Coming into / out of the building:*

- Wait outside the door to let anyone leaving exit before you enter
- Use the hand sanitiser inside the door before moving into the building
- When leaving, always use your key-fob for contactless exit. Stand 2m back from the door to let anyone in front of you leave before you move forwards.
- Please keep 2m back from the reception desk when waiting or moving past
- When leaving, if possible push the door with your shoulder to avoid making hand contact with the bar
- Try to avoid putting any personal items down on any surface other than your allocated desk

### *Moving around Perch*

- Follow the directions on any floor signage as you move around the office:
  - WAIT in marked areas around the kitchen, toilets and reception desk
  - FOLLOW any directional markings as you walk around
  - RESPECT any markings asking you to keep distance from others / desks
- Step back into the marked waiting areas or spare floor space to allow others to pass
- If you have to pass someone, turn and face away from each other whilst doing so
- 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 area outside the kitchen next to the high seats to 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 them in the dishwasher.
- If you do empty the dishwasher during the day, sanitise your hands first

### *Handles, toilets and surfaces*

- Use wipes before touching high-contact areas
- We will ensure someone wipes all high-contact surfaces every 2-3 hours
- Additional sanitiser is provided outside the toilet lobby area – please use this before entering toilets and wash your hands for at least 20 seconds before coming out.

### *Coffee machine*

- You can download the Top Brewer app onto your smartphone to be able to order your drink from your phone / not need to touch the ipad.

## **AT YOUR DESK**

The plan in the appendix on the back of this document shows the social distancing measures for all desks in Perch. We have removed seating and marked desks which should not be used in-line with social distancing guidelines – please do not alter these. This plan will be updated to show an increased capacity once we have made some further changes to layout and furniture over the coming months.

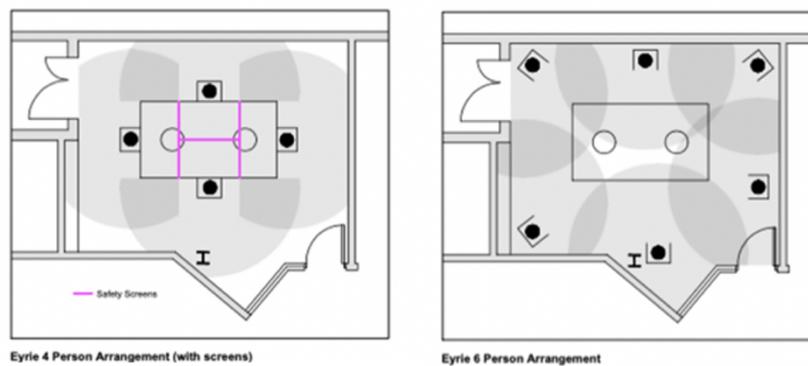
Please note the following when selecting and using a desk:

- Please only use the desk which has been allocated to you. People will be booking specific desks and may arrive later in the day expecting to work at their station.
- Don't change desk during the day without checking with us first. We can then check availability and sanitise the workstation ready for someone else to use.
- All marked desks are deemed as safe workstations in line with current guidance. We have removed other seating from use so please don't move to those workstations.

- Perspex screens have been provided to protect everyone. If you select a workstation with a full screen around it, you are able to move this backwards or forward to adjust the length of barrier to either side. Please be sensitive to other users of the desk when doing this.
- Some desks will have the potential for people to pass behind them. This is in-line with the Health and Safety Executive guidelines but if you are concerned about this, please select an alternate workstation. If you are passing someone, please respect them and turn away from their desk whilst passing.

## MEETING ROOMS

- Due to the requirement to not hot-desk, meeting rooms should now be pre-booked and only used when allocated to you. We can then clean the room after each use.
- The Nest will be set up for individual Zoom calls. It is now too small for socially distanced meetings and should not be used for more than one person.
- The Eyrle has been equipped with screens to safely conduct a four-person meeting. The diagram below shows 2m space markings.
- Larger meetings of up to six people are possible by pushing the chairs back from the table to create 2m distancing – see diagram below



## PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

### *Face covers*

These are options 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 but we do have disposable mask available for you on reception should you require one.

### *Hand washing and sanitisation*

Alongside social distancing, these remain the most effective ways of preventing virus transmission. We have installed sanitisation stations at the entrance doorway, and on the

wall by the toilets / 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 increased cleaning services to the site and have worked with our cleaning team to change cleaning products in line with Covid-safe guidelines
- 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 around the office to mark out sanitisation points, waiting areas and social distancing guidelines. Please adhere to these

### *Social distancing at workstations*

- We have marked out safe social distancing around workstations
- The plans in the appendix show you distances around each desk so that you can select the exact location you are most comfortable with
- We have removed seating from non-socially distanced workstations

### *Air Conditioning*

- We have taken professional advice from our installers who have forwarded on detailed advice from REHVA (Federation of European Heating, Ventilation, Air Conditioning Associations). In summary, their recommendation is that heating and cooling systems should be operated as normally during the outbreak with no changes to temperature or humidity settings. Air flow may be reduced as an option which we will do on a day-to-day basis alongside temperature management.
- The key consideration for air-conditioning systems is whether air is fully recirculated or drawn from outside. The units for Perch are located on the building roof and so draw in fresh air from outside the building – a lower risk.

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!

## APPENDIX 1: PERCH DESK PLAN

Perch plan showing social distancing space for desks (red) and meetings (grey)  
Screens on large desks will enable all desk spaces to be safely used  
Walkways are shown with associated passing risk to help you select the most appropriate desk based on your own view of risk / preferred location.



## APPENDIX 2: PROTECTIVE SCREENS INSTALLED IN PERCH

Desk screening – Perspex screens showing on the right hand desks



The Eyrie meeting room



### APPENDIX 3: RESOURCES

Government Coronavirus advice on staying safe whilst travelling to work and whilst at work  
<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>

Risk assessment – the full risk assessment for Perch is available on request

## APPENDIX 4: COVID-SAFE CONFIRMATION

Government Covid-19 secure workspace 5 point confirmation

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Point of Difference Workspace Ltd Date 27<sup>th</sup> May, 2020

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Who to contact: \_\_\_\_\_  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)