

Office space social distancing practice following government easing of Social distancing restrictions

The following procedures have been designed to enable staff to return to an office environment and maintain social distance to help reduce the spread of Coronavirus in the workspace.

- **Step 1** is that we are going to invite those who are happy to return to work at their office to do so from **Monday 18th May** which is the date from which all our new office safety measures will be 100% complete. The following should not return to their office;

Anyone ill or are Self isolating.

Those who are looking after ill people within their household.

Those with childcare / home schooling requirement.

Anyone who is shielding as per government instructions.

Those who are still on furlough as you will be contacted by your Director regarding a return to work date.

- **Step 2** is that we will make a return to office work mandatory – you will be informed of this date at the appropriate moment. In the meantime you should you continue to work from home.

Visitors from other regions / offices will be discouraged with the use of MS Teams & other communication methods preferred.

Each office will produce more detailed safety measures as appropriate such as one way routes through offices etc.

Temperature Check

- Each office will create an outdoor, or within workshop/stores etc, testing station to enable the use of a non-contact forehead infrared thermometer.
- <https://www.test-meter.co.uk/instruments-for-fever-screening>
- This will be used to check the temperature of each person on a daily basis **BEFORE** they enter any office building.
- The test station will be set up to enable individuals to self-check their temperature without coming into contact with others.
- Sanitising provisions will be positioned within the test station & upon completion of each test individuals **MUST** sanitise the equipment prior to next person using.
- 2m demarcation zones will be created around the testing station.
- All **MUST** complete the test before entry to any building.



The **average normal temperature** for a forehead test is 98.6°F (37°C).

- If your temperature is above 100.4°F (38°C) then entry to the office will not be allowed & you **MUST** leave the premises immediately

NOTE:

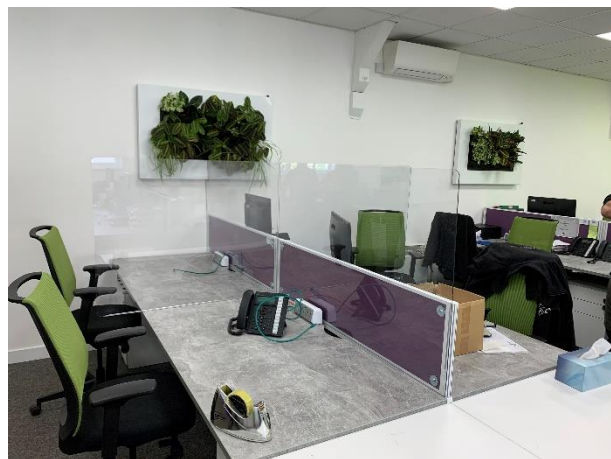
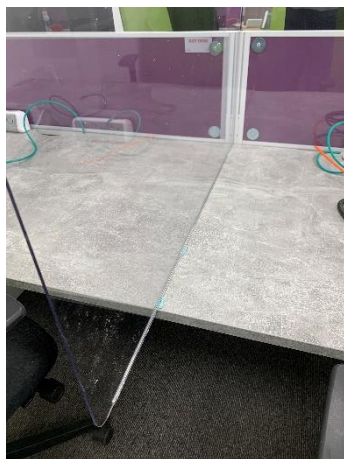
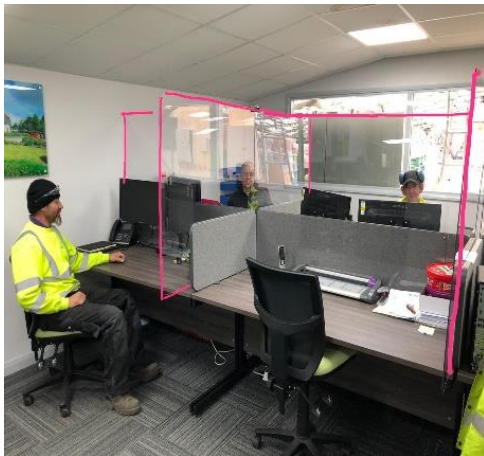
YOU must **NOT** attend Work if you or anyone in your household is showing symptoms of Coronavirus.

The main symptoms are

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).

Desk Space Management

- To provide extra protection to office users desk segregation will be installed where possible using Perspex Screens on desk pods, see example below of a workstation at Rishton.



- Keep desk and surfaces as clear & tidy as possible to enable regular disinfecting.
- Hand sanitiser and Hand Wipes will be supplied to every desk for personal use.
- Where possible all to operate from designated desks – Individual to maintain cleanliness of own space & ensure sanitised before leaving each day.

- Any non-designated desks (hot desks) are to be clear of any objects with only hand sanitiser & wipes located on the desk. Users of these desks are responsible to wipe them down with sanitiser wipe before & after using them to protect the next user.
- Desks to be sanitised at least daily.

Office Communal Areas

- Disinfectant wipe routine on all common surfaces to be completed at least every 2 Hours to include:
 - All Door Handles
 - Photocopier & Other Office equipment
 - All Cupboards handles & Doors
 - Toilet & Kitchen facilities & equipment
 - Temperature Testing Station
- Demarcation of 2m zone around communal equipment – e.g. Photocopier.
- Ensure photocopying is collected as soon as printed to avoid others searching documents for their copies.

Meetings

- All meeting to be conducted on MS Teams where possible, no unnecessary travel to offices.
- Reduce & remove seating capacity in meeting rooms to ensure 2 metres gaps.
- No operational team meetings to take place in meeting rooms.

Kitchen Facilities

- Kitchen seating & tables to be removed to enable space to be used to assist in social distancing.
- Tape used to create demarcation zones of 2m within the kitchen – Only 1 person allowed in each demarcation zone
- Keep and use same tea, coffee or glass cup and plate each day.
- No making tea/coffee for others.
- At larger offices e.g. Nursery Court & Rishton an alternative mini kitchen for tea & coffee making only will be created & then allocate areas of office to each welfare / catering station
- No loose food storage in fridges – limited to single lunch box/wrapped item for each day only.
- No congregating/socialising to be allowed in the kitchen areas.
- Food to be eaten @ individual desk or at outdoor communal spaces as long as the 2m social distancing rules are followed.
- 2m demarcation zones created around kitchen facilities – Fridge, Sink, Cooker, Dishwasher, Kettle, water station etc.
- Do not use tea towels – use disposable paper towels.

Toilet Facilities

- Where possible e.g. Nursery Court & Rishton, toilets to be allocated to groups.
 - Men – Use outdoor facilities only
 - Women - Use indoor facilities
- Following toilet usage wash hands thoroughly with soap & water.
- Dry hands thoroughly.
- Use toilet paper as a protection to turn taps off after washing, handling flush & opening applying door locks. This is then disposed in the toilet bowl.
- All tissues are used and flushed, hands sanitised upon re-entry to office area.

NHS Contact Tracing App use

- Should this be introduced all employees will be required to download the NHS contact tracing app on mobile phones and carry their phone with them at all times. This will alert you quickly if have come into contact with an infected person.

Other

- Regular communication updates on Office working will take place with these displayed on office notice boards.
- Physical forms of greetings such as handshakes and hugging should not take place inside or outside the office environment.