

COVID-19 OFFICE WORKING GUIDELINES FEBRUARY 2021

COVID-19 and staying up to date

The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes, or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces remaining there for various durations. The virus to most if often flu like but can lead to severe and life threatening respiratory and cell issues in some cases.

All staff to keep themselves updated and to follow the latest government guidelines via <https://www.gov.uk/coronavirus>

IMPORTANT:

This document sets out the essential ways in which halow employees must work to minimise the risk of passing on the COVID-19 virus at work and is to be used in conjunction with the most recent publication of the Office COVID Risk Assessment. Clearly, this relies on us all following the guidelines.

You may choose to take further precautions on top of those outlined. Please identify anything to your line manager and those you work with. If it requires extra PPE / equipment, please also speak to your line manager in advance of coming to the office so that we can discuss and arrange.

Before Arrival:-

- ✓ Work from home where possible.
- ✓ Employees identified as Clinically Extremely Vulnerable employees should work from home as much as possible, shielding advice changed in light of the latest lockdown – please visit [shielding advice](#)

You must follow self-isolation advice as follows:-

- ✓ you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- ✓ you're waiting for a coronavirus test result due to symptoms
- ✓ you've tested positive for coronavirus – this means you have coronavirus
- ✓ you live with someone who has symptoms, is waiting for a test result or has tested positive
- ✓ you have been advised to self-isolate by a qualified medical professional or body i.e. NHS Track & Trace
- ✓ You are returning from a country on the [Foreign Office's isolation list](#).

If it is essential to return to office work:-

- ✓ Refer to halow's Office COVID Risk Assessment and ensure compliance with the same by following the guidelines below.
- ✓ Please note there a maximum of **2 people** working on ground and first floor at this time and a maximum of **3 people** in the basement floor in force with protected mitigations in place and for limited periods only.
- ✓ Ensure you are up to date and follow all Government advice around travelling, using public transport that is in force at any particular time e.g. face covering/masks.

Upon arrival:-

- ✓ Ensure personal items are stowed around your own workstation.
- ✓ Wash hands with soap and water for 20 seconds.
- ✓ Please liaise with Preeti Patel to confirm your arrival so the sign in / out board can be managed centrally.

During the working day:-

General

- ✓ Observe the 2-metre social distancing rules.
- ✓ If the 2-metre social distancing rule cannot be observed e.g. applying first aid, please assess the situation and employ measures to limit the risk such as utilising PPE where possible and limit the amount of time in closer contact.
- ✓ Wear a face mask in circulation areas whenever away from your workstation/desk.
- ✓ Sanitise hands with antibacterial gel provided at door entry points.

Follow 20 second handwashing advice:-

- ✓ When you get to work
- ✓ When you get home
- ✓ Before preparing food or eating
- ✓ After blowing your nose, sneezing or coughing
- ✓ After using the toilet
- ✓ After dealing with deliveries

- ✓ Do not pass on the stairs, please wait to ensure sufficient distancing.
- ✓ Follow catch it kill it bin it advice.
- ✓ Ventilate the offices as much as possible by opening the windows.
- ✓ Where possible use your own stationary, equipment and workstation. If you require any items that are not in supply please liaise with Preeti Patel to order.
- ✓ When using shared equipment/appliances i.e. printers please wipe with antibacterial wipes after use.
- ✓ Be responsible for sanitising your own workstation/equipment as appropriate throughout the day

Visitors & Deliveries

- ✓ Please do not invite visitors into the office.
- ✓ Deliveries should be left at the front door and retrieved immediately by a member of staff (where lone working if the delivery is bulky or heavy it would be permissible to accept delivery internally). Wash hands after handling any delivery.
- ✓ Where visitors need to enter the building ask them to sanitise their hands and don face masks.

Staff wellbeing

- ✓ If you physically feel unwell during the day please report this immediately to your Line Manager / HR.
- ✓ If you are concerned about any aspect of your working day please report this to your Line Manager / HR.
- ✓ If you are concerned about compliance of the measures please report to your Line Manager / HR.

Meeting rooms

- ✓ Where a face-to-face meeting is unavoidable please:-
 - Where possible consider outdoor meetings.
 - Use the Outlook 'Meeting Room' booking system to prevent overcrowding.
 - Ensure 2-metre social distancing can be observed.
 - Open the window to ventilate the room.
 - Sanitise the room after use.
 - Remember to lock the window.

Kitchens

- ✓ Where possible prepare your lunch at home.
- ✓ Follow 20 second handwashing advice before using the kitchen area.
- ✓ Sanitise anything you have touched / used.
- ✓ Thoroughly wash up any crockery/cutlery.

End of working day

- ✓ Wash up any crockery/cutlery.
- ✓ Empty your own waste bin into the main lidded bin do not leave this overnight.
- ✓ Sanitise your workstation and equipment before leaving.
- ✓ Wash hands.
- ✓ Please liaise with Preeti Patel to confirm your departure so the sign in / out board can be managed centrally.

Weekly Maintenance

- ✓ Each floor to ensure general waste from lidded bins to be put out for collection at least every Tuesday and Friday pm.



- ✓ Each floor to ensure recycling to be put out for collection every Thursday pm
- ✓ Checking and emptying of fridges.