

COVID-19 WORKPLACE RULES FOR OFFICES



Instructions For Managers

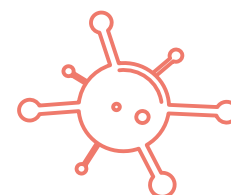
- Ensure no one reporting to work is exhibiting any symptoms and / or anyone within their household is self-isolating
- Report all positive and self-isolating cases to your appropriate Human Resources lead
- As restrictions have been eased following the move to Step 4 of the roadmap, the government are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance
- Returning to the workplace is to be conducted as part of an agreed rota and working arrangements in accordance with these rules and maximum office capacity
- Site occupancy should not exceed 80% and is subject to being able to maintain social separation
- Ensure Display Screen Equipment assessments are undertaken if personnel are relocated to alternative workstations
- Maintain a clean and sanitised office environment e.g welfare facilities, communal areas and stores/warehouse spaces with adequate cleaning products, strategically placed around the building
- Enforce the rules to ensure sites remain COVID-19 compliant

Welfare

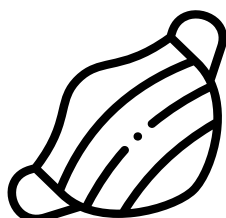
- Minimise the number of people in communal areas
- Wash crockery and utensils after each use
- Drinking water is to be provided via a water cooler with disposable cups

Workspaces

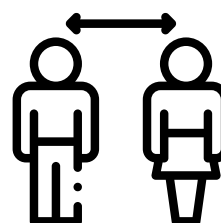
- Maintain social separation
- Ensure that you sign in and out of all sites using the Quick Response (QR code) system
- All shared surfaces such as light switches, door and window handles must be cleaned regularly
- Where appropriate, leave internal doors (not fire doors) open to minimise contact and increase airflow
- Where possible, increase ventilation by opening windows (close at the end of the day)
- Ensure your workstation is regularly sanitised at the beginning of each day and where appropriate throughout the day
- Regularly and thoroughly clean your hands with an alcohol-based hand sanitiser or wash them with soap and water for at least 20 seconds
- Where the use of a lift is necessary to access an office, maintain one person at a time rule and immediately sanitise your hands upon exiting



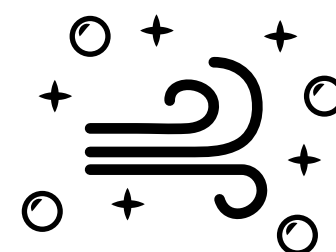
HANDS



FACE



SPACE



FRESH AIR

Nothing that we do is so important that we cannot take the time to do it safely

Please comply with the COVID-19 rules according to the country you reside in.

ENGLAND



NORTHERN IRELAND



WALES



SCOTLAND

