

# COVID-19 WORKPLACE RULES FOR OFFICES

When working within or visiting our sites it is essential that the following measures are complied with to 'stop the spread' and ensure safe and healthy working conditions for all.

## INSTRUCTIONS FOR MANAGERS

- Ensure everyone working from or visiting site is fully informed of these rules and any additional site-specific requirements
- Anyone returning to the workplace after a continuous period of absence must consult with their line manager as part of an authorised return to work
- Ensure no one reporting to work is exhibiting any symptoms
- Report all sickness absence via the Empactis reporting system on 03308 081075. In addition, please report any positive and self-isolating cases to Julia Hammond at [julia.hammond@morrisonts.co.uk](mailto:julia.hammond@morrisonts.co.uk)
- Ensure a site-based risk assessment is in place and up to date
- Site occupancy should not exceed 80% and is subject to being able to maintain social separation which may include staggered start and finish times or shift rotation between office and home working
- Ensure Display Screen Equipment assessments are undertaken if personnel are relocated to alternative workstations
- Maintain a clean, tidy, and sanitised office environment e.g., welfare facilities, communal areas and store / warehouse spaces with adequate cleaning products, strategically placed around the building and / or at each workstation
- Ensure appropriate first aid and fire marshal provision are in place
- 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
- Ensure toilet facilities and communal areas are regularly cleaned and sanitised

## WORKSPACES

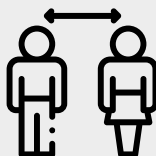
- Maintain social separation to reduce contact
- Ensure that you sign in and out of all sites using the Quick Response (QR code) system
- All shared surfaces such as light switches, door and window handles must be cleaned regularly
- Where appropriate, leave internal doors (not fire doors) open to minimise 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, wear a mask and immediately sanitise your hands upon exiting
- Where required, wear a face covering / mask when not seated at your workstation and or moving around the office environment



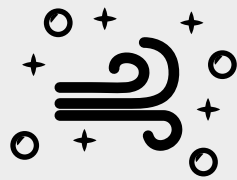
**HANDS**



**FACE**



**SPACE**



**FRESH AIR**

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

## ENGLAND



## NORTHERN IRELAND



## WALES



## SCOTLAND

