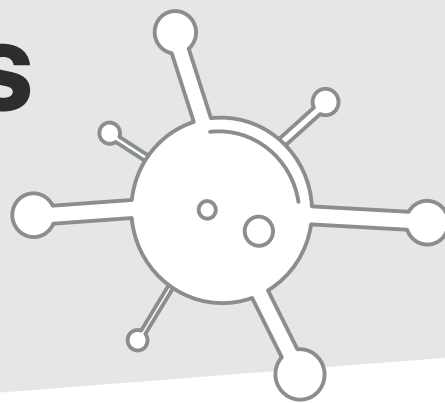


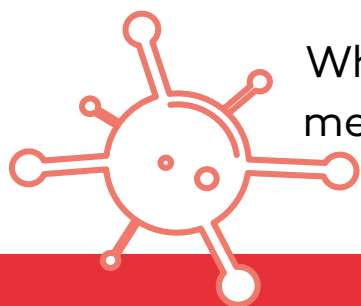
# COVID-19 WORKPLACE RULES FOR OFFICES



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

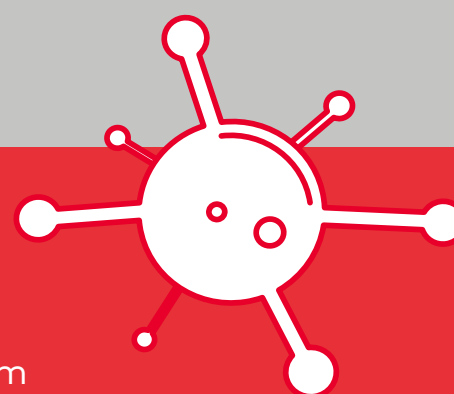
## INSTRUCTIONS FOR MANAGERS

- Ensure no one reporting to work is exhibiting any symptoms and / or anyone within their household is self-isolating
- Anyone who is considered clinically vulnerable is to work from home until such a time as it is safe to return to the workplace
- Those workers who commute to work on public transport are to work from home until such a time as they are able to make other arrangements to return to the workplace
- Anyone returning to the workplace after a continuous period of home working must be authorised
- If space is limited or social distancing cannot be applied, staggered start and finish times or shift rotation between office and home must be implemented
- Never exceed the maximum number of assessed occupancy
- Ensure appropriate first aid and fire marshal provision is in place
- Ensure Display Screen Equipment assessments are undertaken if personnel are relocated to alternative workstations
- Maintain a clean and sanitised office environment with adequate sanitising products, strategically placed around the building
- Implement one-way pedestrian routes where practicable to maintain social separation
- Enforce the rules to ensure sites remain COVID-19 compliant



## WELFARE

- Minimise the use of communal areas by bringing already prepared food
- Communal spaces must be cleaned by the user each time they are used
- Stagger meal breaks to maintain social distancing
- Eat at your desk if social separation cannot be maintained in the communal areas
- Only prepare drinks for yourself and use individual portions of milk and sugar, rather than shared
- Wash cups and cutlery after each use or use disposable
- Drinking water is to be provided via a water cooler with disposable cups
- Toilet visits are to be managed to maintain social separation with facilities being wiped down after each use by the user



## WORKSPACES

- Maintain social separation at all times
- Ensure that you sign in and out of all sites using the Quick Response (QR code) system
- Wear a face covering / mask when not seated at your work-station and or moving around the office environment
- Do not share work spaces and / or equipment, with the exception of computer hardware such as printers and photocopiers, which must be cleaned with anti-bacterial wipes after each use
- All shared surfaces such as light switches, door and window handles must be cleaned regularly
- Store all personal objects within your designated under desk cabinet
- Where appropriate, leave internal doors (not fire doors) open to minimise contact
- Where possible, increase ventilation by opening windows (close at the end of the day)
- Ensure your work station 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

**NOTHING THAT WE DO IS SO IMPORTANT THAT WE CANNOT TAKE THE TIME TO DO IT SAFELY**