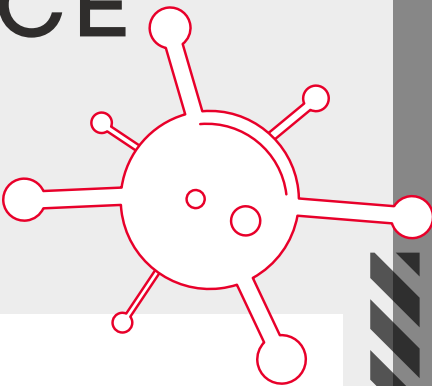
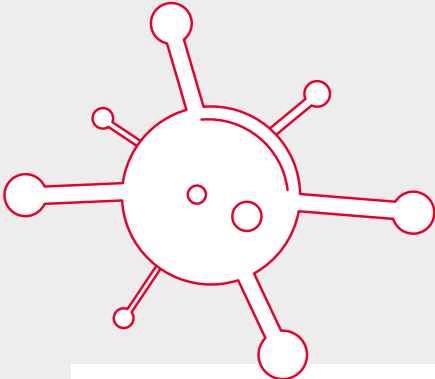


COVID-19 WORKPLACE RULES FOR OFFICES



INSTRUCTIONS FOR MANAGERS

- Everyone working from or visiting site is fully informed of these rules and any additional site specific requirements
- 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 via the Empactis reporting system (Tel: 03308 081075) which is an automated 24/7 telephone notification line for our people to report any unplanned absences from work.
- 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
- 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
- Ensure worktop areas, table tops and chairs are regularly cleaned and sanitised



WORKSPACES

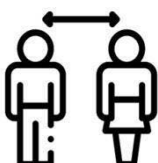
- Maintain social separation
- Ensure that you sign in and out of all sites using the Quick Response (QR code) system
- All shared surfaces such as light switches, door and window handles must be cleaned regularly
- Where appropriate, leave internal doors (not fire doors) open to minimise contact and 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



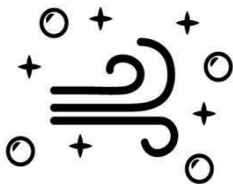
HANDS



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

