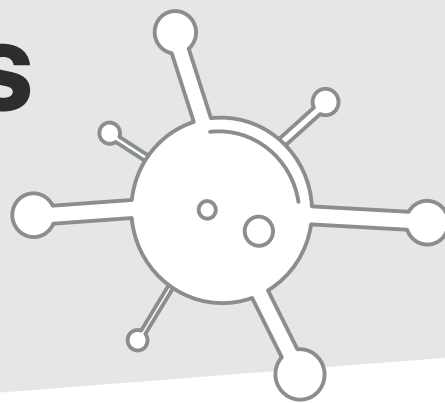# COVID-19 WORKPLACE RULES FOR OFFICES

MORRISON Telecom Services
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Keeping you safe at this critical time is paramount, while continuing to support the UK economy, by delivering our critical national infrastructure services on behalf of our clients.

To ensure safe and healthy working conditions for everyone it is essential that these basic measures are adhered to.

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 approved
- 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

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
- Avoid sharing workspaces 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 your shift
- 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
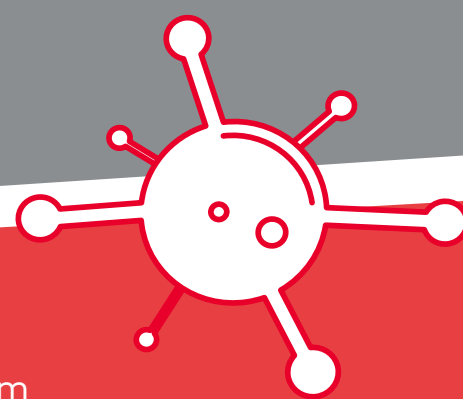
NOTHING THAT WE DO IS SO IMPORTANT THAT WE CANNOT TAKE THE TIME TO DO IT SAFELY