

# RESPIRATORY INFECTION WORKPLACE RULES FOR OFFICES

**As we learn to live safely with COVID-19 and the withdrawal of testing kits; there are actions we can all take to help reduce the risk of catching COVID-19 and passing it on to others. These actions will also help to reduce the spread of other respiratory infections, such as flu that can spread easily.**

**What to do if you have symptoms of a respiratory infection, including COVID-19, or a positive test result for COVID-19**

## **TRY TO STAY AT HOME AND AVOID CONTACT WITH OTHER PEOPLE**

If you have either tested positive and or are experiencing symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.

Try to work from home if you can. If you are unable to work from home, talk to your line manager about options available to you.

## **ABSENCE REPORTING AND RETURN TO WORK**

- 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
- All sickness absence must be reported via the Empactis reporting system on Tel: 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)**

## **INSTRUCTIONS FOR MANAGERS**

- Ensure everyone working from or visiting site is fully informed of these rules and any additional site-specific requirements
- Ensure a site-based risk assessment is in place and up to date
- Site occupancy is subject to being able to 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 Display Screen Equipment assessments are undertaken if personnel are relocated to alternative workstations
- Enforce the rules to ensure sites remain compliant

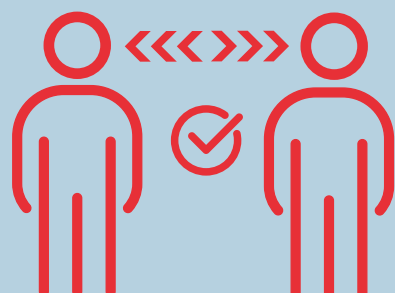
## **WORKSPACES**

- Maintain social separation where necessary 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

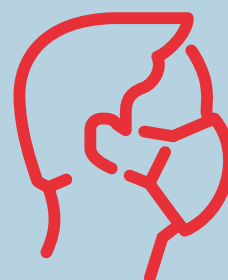
### **PERSONAL HYGIENE**



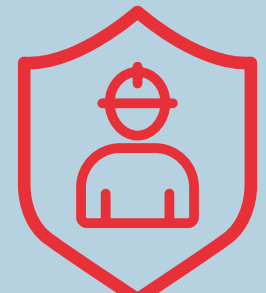
### **PERSONAL SPACE**



### **PERSONAL CHOICE**



### **PERSONAL RESPONSIBILITY**



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