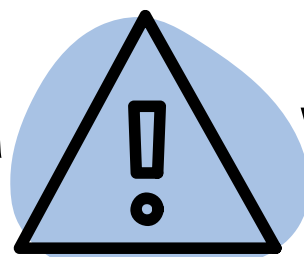


Working safely in offices during COVID-19



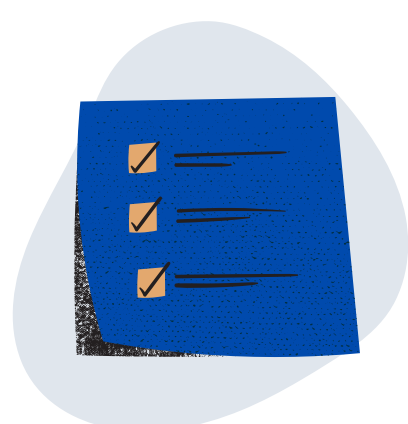
This information has been prepared for those businesses who are unable to operate from home. If employees can work from home, they should.



These measures are central to government advice given in the Working Safely During COVID-19 in Offices & Contact Centres guidance. For the latest information, please visit: www.gov.uk/workingsafely

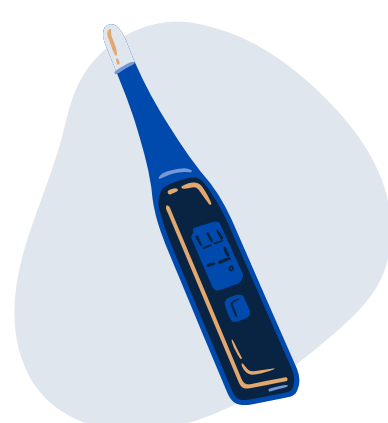
Managing risk

- Make every reasonable effort to **enable working from home** as a first option.
- **Reduce workplace risk** to lowest reasonably practicable level by taking preventative measures, in order of priority.
- **Share the results** of your risk assessment with your workforce.



Stay home if...

- You or someone in your household has **COVID-19 symptoms**.



Workplace hygiene

- Frequently touched surfaces in offices and common areas should be **cleaned & disinfected** in line with guidance.
- **Hand washing or sanitising** should be accessible to employees



Managing visitors

- **Encourage remote meetings** and minimise unnecessary visits.
- **Restricting access** to required visitors only.
- Limit number of visitors and **allocate specific times**.
- **Communicate** in advance what your visitors need to do to maintain safety.



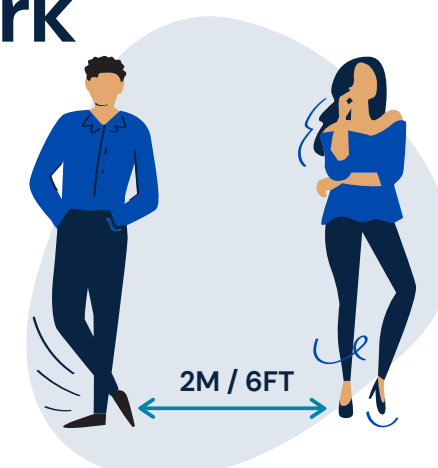
Workplace & workstations

- **Implement shift patterns & working groups** to enable social distancing.
- **Use screens and signage** to separate people from each other if not possible to move workstations further apart.
- **Avoid** use of hot desks and spaces.



Social distancing at work

- **Maintain 2m social distancing** wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.



Common areas

- **Create a one way flow** if possible.
- **Use floor sticker and signage**
- **Consider how many people** can be in the space at one time (with 2m distance)
- **Use stairs** wherever possible and only **one person in lifts** if need to.



Handling goods

- **Restricting non-business deliveries**, for example, personal deliveries to employees.
- Introduce **cleaning procedures** for deliveries entering your office.

