



Dear Colleague,

We have carried out a risk assessment for staff returning to the office and have implemented a range of measures to mitigate the risk of infection and provide a safe working environment for staff and customers.

We have put together a welcome back pack, which you will receive on your first day back in the office, with some essentials to help with the transition back to the office.

Please ensure you have watched the induction video on the intranet and read the below protocols before commencing work.

### **Entering the office**

You must only report to work if you have no symptoms of COVID19. You should notify your manager immediately if you, or someone you live with, is vulnerable, is self-isolating or has an underlying health condition.

Please wash your hands or use sanitizer upon entering the building. There are sanitizer stations located at each entrance and hand washing facilities throughout the building.

### **Symptoms and Self Isolation**

The main symptoms of COVID19 are:

- a high temperature
- a persistent new cough
- a loss or change to your taste or smell

If you have any of the above symptoms you must stay at home and self-isolate for 10 days.

If you fall ill at work with any of the above symptoms you must:

- Move to an area where there are no other people (Meeting room opposite boardroom or the spare office/yoga room are designated isolation areas)
- Do not touch anything
- Notify your manager immediately
- Go home, request a test and self-isolate for 10 days

You must also self-isolate for 14 days if you live with someone who has symptoms, has tested positive or is waiting for a test result. If you get symptoms of coronavirus within these 14 days, you must stay self-isolated for a least 10 days from when they started.

### **Social Distancing**

We have assessed the main areas where staff will come into proximity with others to observe social distancing and have implemented measures to ensure you can use them safely. Please be patient and respect others when travelling through the building.



## Offices/Meeting Rooms

All offices have been accessed and measures put in place where necessary to ensure they can be occupied and used safely.



## Toilets

Please keep your distance if you meet anyone coming in or going out of the toilets. Please remember to wash your hands.

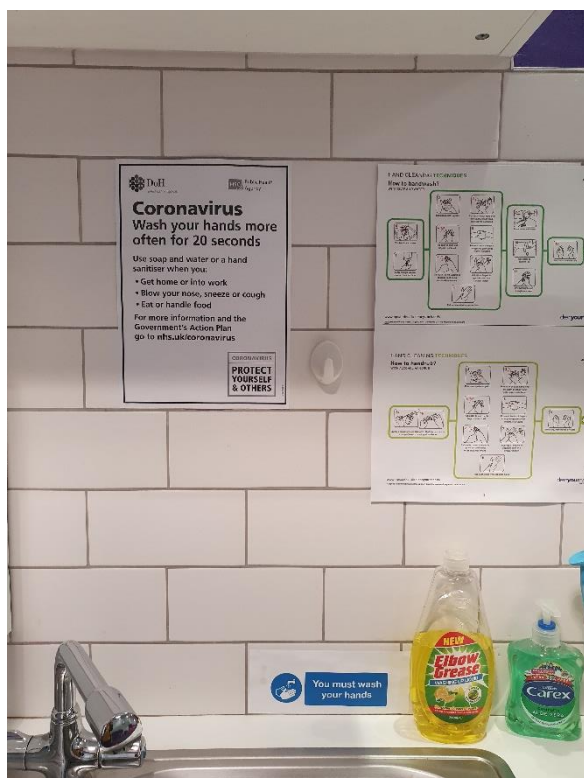
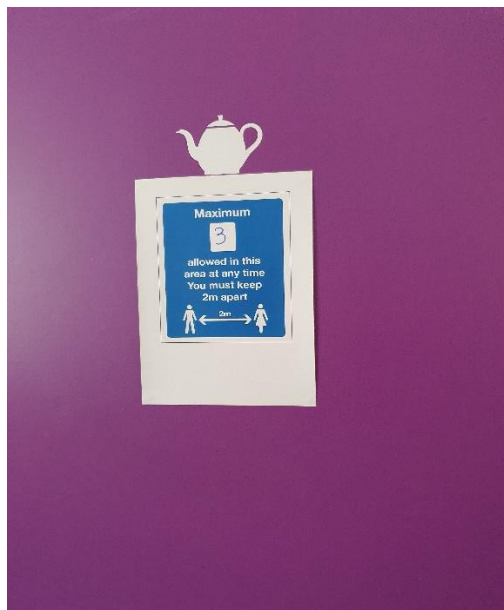




## Kitchen and Eating areas

There will be 2 people permitted at each table in the upstairs eating area at any one time and 3 people permitted to use the upstairs kitchen at any one time. There should be no more than 2 people using the downstairs kitchen at any one time.

Please take note of the protocols in place and follow the signs displayed.





### **Cleaning and sanitising**

Additional cleaning will be carried out daily to ensure common areas and handles etc are regularly sanitised. The offices will also be deep cleaned as and when required.

The canteen, kitchens, offices and printer areas have been furnished with disinfecting materials and protocols displayed. Please clean every appliance after use to ensure they are clean and safe for everyone to use. The clear desk policy should be adhered to as staff are responsible for their own work areas and must clean their phone, mouse, keypad and desk daily.

Hand sanitisers have been provided at every entrance to the building and at various points around the building, please use these regularly and wash hands frequently.



### **Staggered start times and breaks**

Some departments will operate on staggered start/finish times to reduce the number of people entering and leaving the building at once. Staggered break times will allow staff to use the canteen/kitchen facilities.

### **PPE**

PPE is not mandatory however masks and gloves are available for anyone who wishes to use them.

### **Visitors and packages**

Only essential visitors will be permitted into the office and must adhere to social distancing. We encourage the use of video calls for necessary meetings, including team meetings.

No personal packages should be delivered to the office until further notice.



### **Childcare support**

We know that access to childcare is important for our colleagues with dependent children, and that this has been difficult due to the lockdown restrictions. There is help available however. If you want to find out more about your childcare options at this time, and any financial support you may be entitled to, you can call Employers For Childcare's Family Benefits Advice Service for free, confidential and impartial advice and guidance. This is available for all staff, you do not need to be in the scheme. Their contact details are: Freephone 0800 028 3008 or email [hello@employersforchildcare.org](mailto:hello@employersforchildcare.org).

### **Advice and Support**

Advice and support is available from the HR Department and the Return to Work Group.

### *Return to work Group*

**Laura Farry, Gareth Stewart & Leigh Walker**