

## COVID 19 WORK PROCEDURES

Updated 02/10/20

### INTRODUCTION

As per the latest government guidance, we would like anyone who can work at home efficiently and effectively to do so to keep the numbers below 20 at GWP and 7 at HR.

However if you cannot work from home efficiently and effectively, because you need to use the facilities provided by the office, or your home working set up does not provide a suitable work environment, or because your teams require occasional meetings/pin ups to maintain effective communications, you can continue to come into the office.

In order to ensure that coming to the office does not create a risk to the health of in the studio or to the wider community, it is vital that everyone follows the following procedures when working from the studio.

It is appreciated that people have different responses to the risks posed by the virus, and some are more disciplined than others in relation to personal hygiene and social distancing. However, whatever your personal approach, everyone who works in the studio must agree to strictly abide by the procedures set out below:

### NOTIFICATION

If you wish to work from the office, ensure that you have notified Caroline before you do so and that you have an allocated day.

Employees who have returned from overseas should review the latest guidance from the Foreign and Commonwealth Office (FCO). Depending on which country they have returned from, they may need to self-isolate, even if they do not show any symptoms.

### TRAVEL TO THE OFFICE

Everyone should consider alternative ways of commuting

- **Cycling and Walking:** Additional bike storage is available at GWP in car park (Code: 2679X). There should be enough space for storing bikes at HRD in the studio. Please try to keep the fire exit free.
- **Public transit:** Face coverings should be worn when commuting. Those travelling by public transport should only travel during off peak times.
- **Driving:** by exception and by agreement with Caroline

### BUILDING ACCESS

#### GWP

- Use main entrance to the building
- Everyone should use the stairs as much as possible – code for the door is C4590X
- Sanitise hands before entering the lift if using it.
- 2 people in lift at a time.
- Hands must be washed as soon as you arrive.
- Check in with the QR Code using the Test and Trace NHS Covid app

## HRD

- Wash hands as soon as you enter the building before going to your desk.
- External door handle to be cleaned once per day.
- Check in with the QR Code using the Test and Trace NHS Covid app

Hand sanitising stations are available on various locations in both studios.

No one other than HT staff are allowed in GWP for the foreseeable future. Meetings should continue to happen on Zoom and Teams.

External meetings may happen occasionally at HR, providing HT staff based there are notified ahead. Spaces are allocated for them at GWP to work during meeting times.

## SEAT ALLOCATION

- As much as possible we would like to maintain social distancing when in the studio. A seating plan has been developed that has 2m distance face to face and from side to side – but less than two meters back to back.
- Everyone will be allocated a permanent desk. As far as possible we will maintain the current seating plan. However, there will need to be some flexibility in the layout to accommodate those working from the studio.

## VENTILATION

- Windows should be left open as much as possible to ensure ventilation
- Antibacterial spray can be highly toxic and we do not yet know the impact this could have on our health. Everyone should spray antibacterial onto hand towels instead of directly onto surfaces to avoid toxic particles from spreading.

## OPERATIONS

- **Meeting rooms:** Antibacterial spray and hand towels will be available in all meeting rooms. Chairs will be limited to the number of people that can be in a meeting room at any one time. The following rules must be followed when using the meeting rooms:
  - Hands must be washed or sanitised before entering a meeting room.
  - Doors & windows should be open during meetings.
  - Number of people per meeting room should not exceed maximum capacity (8 for crit space, 4 for meeting room 1 and 2 and 1 for meeting room 3)
  - Meeting table should be cleaned after use.
  - Nothing should be left behind in meeting rooms.
  - Meeting rooms will need to be booked via the Outlook calendar system.
- **Kitchen:** The following rules must be followed when using the kitchen:
  - The kitchen should be considered a clean zone.
  - Hands must be washed or sanitised before entering kitchen.
  - 2 meter social distancing must be maintained
  - Everyone should use one mug throughout the day.

- All crockery used must be put in the dishwasher or washed and put away after use - nothing should be left on counters.
- We will only be providing tea and coffee for the foreseeable future. Milk can be purchased and claimed on expenses.
- **Toilets:** The following rules must be followed when using the toilets:
  - Hands must be sanitised / washed as soon as you enter the toilets.
  - After using the toilet everyone should wipe down any surfaces that have been touched with the wipes provided, including door handle inside and out.
  - Shower can be used but must be cleaned after use, using the products provided.
  - No personal belongings can be left in the shower room.
- **Printers:** Before using the printers, everyone should sanitise hands. Printers will be cleaned as part of the cleaning rota.
- **Stationery and Shared Equipment:** Everyone should sanitise hands before touching or using any stationery and shared equipment.
- **Deliveries:** drop off delivery point to be established at reception, no personal deliveries to be sent to the office until further notice.

#### CLEANING

- Both studios have been deep cleaned.
- The normal cleaning regime has been resumed and the office is being cleaned on a daily basis.

#### CORONAVIRUS GUIDANCE

Coronavirus symptoms can take up to 14 days to develop and the guidance is to isolate for 14 days if you have been in contact with someone who tested positive.

If you have not received an NHS text asking you to isolate, we still recommend that you stay at home. If you received an NHS tracking text message asking you to isolate, then it becomes compulsory and you can get fined if you leave your house.

There is no need to take a test if you have been in contact with someone who tested positive, unless you are showing symptoms. If you did take a test without symptoms and it came out negative you would still have to isolate, as symptoms can still appear within the incubation period.

Tests should be taken if you show symptoms only. In this case, if you test negative, you can come back to work.

- ➔ If you test positive, please inform Caroline straight with your test date, and the date you were last in the office.
- ➔ Caroline will then email the whole office with these details, and everyone who has been in contact with you will have to isolate for 14 days etc.