

COVID-19: Kingerlee Office Guidance

Thomas House, Kidlington - June 2020





Introduction

In order to ensure a safe working environment in the offices at Thomas House during the Covid-19 pandemic, a risk assessment has been carried out, in accordance with central Government guidance.

This document outlines the processes that have been put in place.

The central objective is that everyone should continue to work from home if at all possible.

However, if anyone needs to, or wishes to, visit the office this document will be informative.

It should be stressed that no one should attend the office if they, or anyone in their household has, or has had, coronavirus symptoms within the last 14 days.

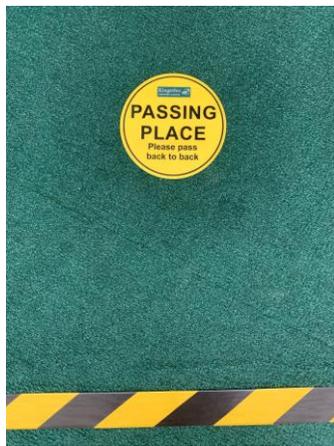
This document is being distributed to all salaried staff whether furloughed or not.



Arrival at Work

- ▶ Access to the office is via the front door only. Although Reception will be manned between 08:30 and 17:00 the entry swipe card system will remain in place.
- ▶ Everybody must sign in/out at Reception - please use your own pen.
- ▶ The format of the register has changed:
Your signature declares that you and your household are symptom free.
Fill in your name and details as required.
- ▶ Use the sanitiser on arrival and departure.
- ▶ A bin has been placed in Reception for the disposal of any gloves or face coverings that you may choose to wear on your journey into the office.

Moving around the Office



- ▶ Use of the lift to be avoided if possible. If it must be used, then only one person at a time.
- ▶ Please pause at the top and bottom of the stairs to ensure that the route is clear before progressing. There is to be no passing on stairs or landings.
- ▶ It has not been possible to install a workable one-way system.
- ▶ On the ground floor, plan chests and file storage cabinets have been removed to create plenty of space. Please check that the narrow sections at each end of the office are clear before advancing.
- ▶ On the first floor, please check that the corridor is clear before continuing. Passing points have been provided if a colleague is met part way. Please pass each other back to back.
- ▶ Passing points have also been provided on the main landing and at top and bottom of staircases.
- ▶ Whenever possible maintain 2-metre social distance from work colleagues.
- ▶ Fire doors have been fitted with stay open devices to facilitate moving around.
- ▶ If possible, open windows to improve flow of fresh air.

Work Areas

- ▶ So that everyone can continue to use their own desks, it will be necessary to stagger attendance to the ground floor office, as only those sitting side by side can achieve adequate distancing.
- ▶ If the desk next to those of you sitting by the window is occupied, in order to get to the main walkway please pass your neighbour back to back.
- ▶ A schedule (see later) allocates days for attendance. **These are not days when you must attend but when you can attend if you wish to do so.**
- ▶ If you need/wish to attend on other days, then you will need to book a meeting room or a hot desk in Zest's old office. The desks are bookable through Outlook and are titled Zest Hot Desk 1 to 9.
- ▶ These desks are hot desks and must be cleaned before and after use.
- ▶ Please observe social distancing rules when using or waiting to use shared printers, etc.





Kitchens

- ▶ Only one person at a time in the kitchens.
- ▶ Maximum one person per table in the breakout room.
- ▶ After use, wipe down surfaces, appliances, tables and chairs using paper towels and antibacterial cleanser provided.
- ▶ Place all rubbish in the bins.
- ▶ You may wish to bring (or select and retain) your own glass, mug, etc. and wash up after use.



Hygiene and Toilets

- ▶ All toilets remain in use.
- ▶ Wash hands with soap and water regularly. When doing so, use plug to retain water in the basin rather than under a running tap. That way there is no need to touch the taps after washing your hands.
- ▶ Use paper towels to dry hands, not electric dryers.
- ▶ After use of toilets clean taps, flush and door handles with paper towels and antibacterial cleanser provided.



Meeting Rooms

- ▶ The two boardrooms have been amalgamated and can accommodate up to 6 people.
- ▶ The meeting room can accommodate up to 4 people.
- ▶ Both are bookable through Outlook.
- ▶ Meeting organiser to clean table and chairs before and after meetings.



Emergency Procedures

- ▶ In the event of an emergency such as an accident or fire, people do not have to stay 2-metres apart if it would be unsafe to do so.
- ▶ The most senior person in the building will take responsibility in the event of an evacuation.
- ▶ The usual evacuation procedures are to be followed and social distancing to be practiced at the muster point.

