



### **Covid 19 Office Policy**

Given the severity of Covid 19 we have put several precautions in place within the office.

### **Symptoms of Covid-19**

If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.

If advised that a member of staff or public has developed Covid-19 and were recently on our premises (**including where a member of staff has visited other work place premises such as domestic premises**), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

<https://www.publichealth.hscni.net/>

### **Social Distancing**

Social Distancing -We have Reduced the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency

<https://www.publichealth.hscni.net/news/covid-19-coronavirus>

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

### **Mental Health**

Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help

<https://www.publichealth.hscni.net/news/covid-19-coronavirus>

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

[www.hscni.gov.uk/stress](http://www.hscni.gov.uk/stress)

### **Cleaning**

The cleaning of the office has been increased to four days per week in line with our four-day working week. They will be cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.



### Things which have changed within the office

1. Condiments/Tea/Coffee/Sugar/Hot Chocolate/Sweetener  
These have all been changed to single use items and are in sealed containers. Should you like other types you are welcome to bring your own. These must be stored in your desk draws and cannot be shared with others.
2. Milk  
These have all been changed to single use items and are in sealed containers. We have both Soya & Semi Skimmed for beverages. Should you wish to use milk for other items such as cereals please bring your own cartons and write your name on them.
3. Utensils and crockery  
You have been provided with your own Bowl, Plate, Side Plate, Knife, Fork, Tea Spoon, Dessert Spoon/ Cup & Glass. You must retain these at all times and ensure after use they are cleaned dried and taken back to your desk draws.
4. Washing hands
  - Hand washing facilities with soap and water are in place in the toilet & Kitchen.
  - Stringent hand washing taking place. On the hour Google reminder has been issued to all staff & alert setup.
  - Hand washing guidance. - <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  
Drying of hands with disposable paper towels.
  - Protect your the skin by applying emollient cream regularly  
<https://www.nhs.uk/conditions/emollients/>
  - Gel sanitisers have been provided on every desk.
5. Cordials  
These will be dispensed by optics. All glasses/bottles/containers should be cleaned prior to use.
6. Water Machine  
All glasses/bottles/containers should be cleaned prior to use. This is a high traffic area which the cleaner has been asked to take extra attention to.
7. Food  
All food that is available in the office is now single packets



#### 8. Desks

- The office has been redesigned to allow a 2 meter distance.
- All desks will be fitted with back and side screens to enhance your protection
- Desks are to be cleaned using desk wipes every night as a minimum.

#### 9. Printer

This is classed as a high traffic area. Foot placements have been placed on the floor to advise you of the correct distance.

#### 10. Sofa Area

You are free to use this as you wish but please ensure you keep a 2 meter distance. This is a high traffic area which the cleaner has been asked to take extra attention to.

#### 11. Meeting Table / Meetings

Where possible conference calls to be used instead of face to face meetings. This is a high traffic area which the cleaner has been asked to take extra attention to.

#### 12. Alarm System

This is a high traffic area which the cleaner has been asked to take extra attention to.

#### 13. Face Coverings

At the moment face coverings are not deemed necessary in the workplace should this guidance change you will be expected to wear one as required and provide the same.

#### 14. Kitchen Area

You are free to use this as you wish but please ensure you keep a 2 meter distance. This is a high traffic area which the cleaner has been asked to take extra attention to.