

ACHIEVING A COVID-SECURE WORKPLACE

Low-Occupancy Office Hygiene Protocol

In accordance with Government guidance, the following protocol should be followed by ALL occupants of Eyot Gardens House.

The **GENERAL** low-occupancy protocol is as follows:

- Arrive at Reception, fob in, sanitise hands using the **LIQUID** (not gel) sanitiser provided;
- Take a disinfectant wipe and use it to pull open the lobby door (if not already open), dispose of wipe;
- Carry on with business around the office, sanitising (washing / wiping) hands hourly;
- Take a disinfectant wipe and use it to open the rear fire escape doors / stairs, dispose of wipe;
- Use elbow / shoulder (or handwipe) to push open toilet door, dispose of wipe;
- Ensure toilet lid is down before flushing loo, wash hands after use;
- Open toilet doors with disinfectant wipe, dispose after use;
- Use elbow / shoulder (or handwipe) to push open lobby door (if not already open), dispose of wipe;
- Fob out, sanitise hands, press door-open button with elbow on the way out.

It is important that you maintain 2m social distancing with others WHEREVER POSSIBLE whilst in the office.

There are a few **SPECIFIC** other protocols to be aware of:

In the event of a fire alarm, exit the building immediately and muster across the road at the entrance to Mulberry Place (in accordance with the out-of-hours Fire Evacuation Procedure);

- Please **DO NOT** attend the office if you are displaying any COVID-19 symptoms, viz.:
 - a new continuous cough;
 - a high temperature;
 - a loss of, or change in, your normal sense of taste or smell (anosmia).

- Access to the office is for Areen Employees, Contractors & Security **ONLY**. External visitors (e.g. sales reps.) are prohibited until further notice;
- If a visitor's pass is needed (e.g. lost/ misplaced fob), please provide your details to Security who will complete the pass for you;
- If cycling to the office, do not use the pedestrian gate to the basement; buzz Reception to open the main gate instead. Note that the showers are **OUT OF USE** until further notice;
- Use a handwipe to operate the lift if needed, noting that the lift is for **SINGLE OCCUPANCY ONLY**;
- Give priority (and social distance) to anyone **CLIMBING** the stairs. Check if anyone else is already on the stairs before use;
- Until further notice, use of toilet facilities are **SINGLE OCCUPANCY ONLY**. A cone placed in the centre of the access means that the facilities are occupied. A cone found to the side of the access means that the facilities are available;
- A booking system will be put in place for all work at the layout tables in the Fabric Library. Social distancing in this area is **MANDATORY** due to the relative confines of the space. If you have not booked a session, you are not permitted to use this area. Be sure to sanitise your hands before, regularly during and after working in this area.
- As we are not working in a clinical environment, face masks are not required. You are, however, free to use your own mask or face covering if you so wish.