

ANDRON FACILITIES MANAGEMENT

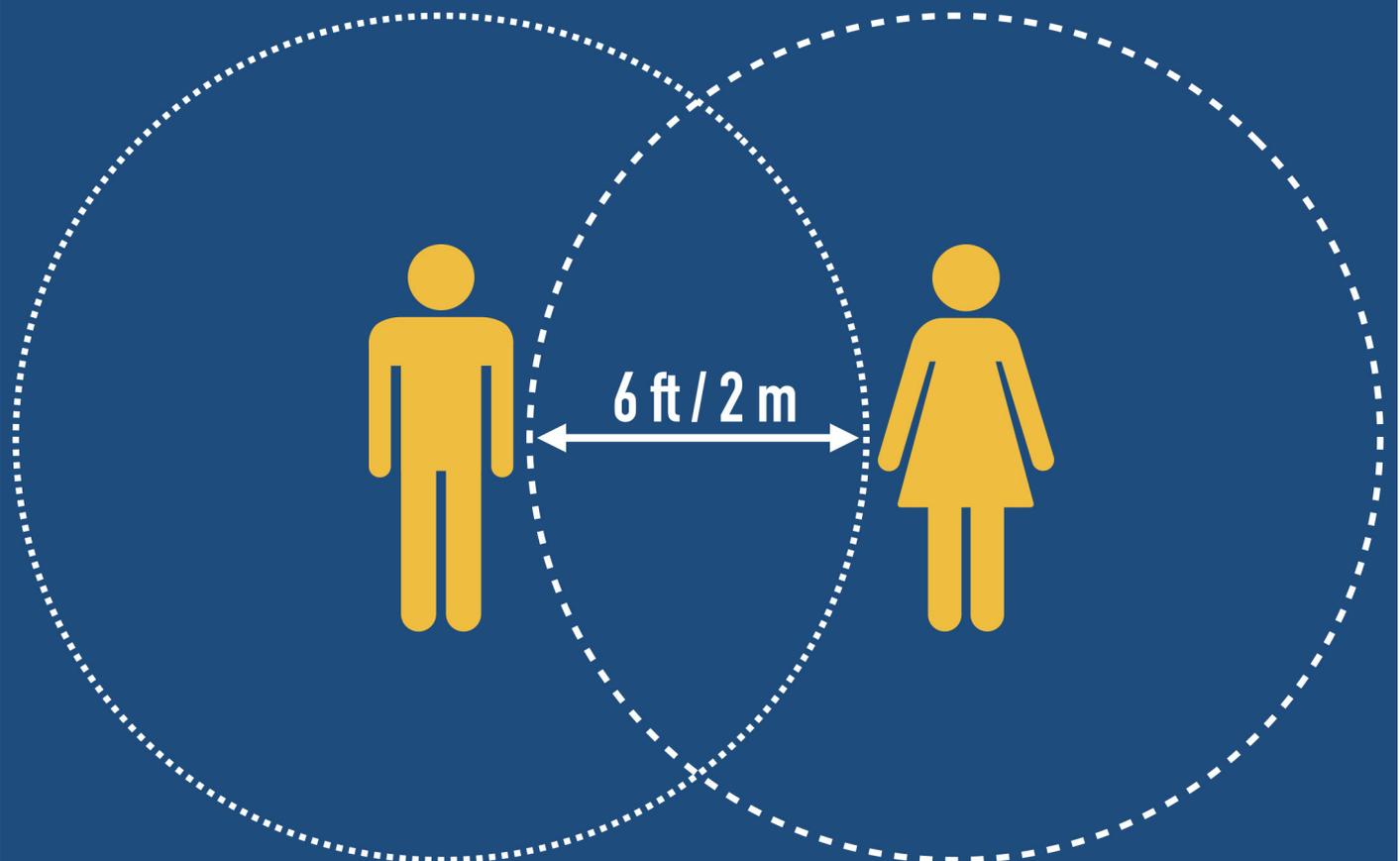
Working in the Office (During Covid 19 outbreak)

Please be aware and abide by the office rules while in the workplace. They are there to protect you and your fellow workers and help reduce the possibility of catching Covid-19.

You must also follow the Government guidelines relating to Covid-19 at all times.

If you wish to raise any concerns or issues at any point then please do not hesitate to contact your line manager.

Social distancing



ENTERING THE OFFICE

1. Key holder to enter the office first.
Must be wearing disposable gloves to prevent spreading germs and avoid cross contamination to the key pad, light switches etc upon entering the offices.
2. Inner door at reception should be unlatched/ left ajar until ALL other staff are in. Door should then be put on latch to stop any 3rd parties entering.
3. Stagger the entry of staff as they enter the building to ensure we keep social distances.
4. Key holder should then go through each door and prop them fully open, doors to corridor either end, kitchen door, using a door wedge or similar, to prevent staff having to touch the doors.
5. Staff entering the office should then proceed to their desk/ workstation, observing the system in place.
6. Please ensure you wipe down your desk with the anti-bac wipes available. This should include your mouse and keyboard.
7. All staff should go directly to their work stations.
8. All staff should avoid close contact with their colleagues.



KITCHEN AREA

1. Staff should try to use the kitchen area as little as possible, avoiding multiple trips when only a single trip is required.
2. Any touchpoints being used such as door handles, kettles and microwaves must be cleaned using an anti-bac wipe immediately after use.
3. The canteen must only be used by a single occupant. If a colleague is in the canteen then you should return to your desk until it is free.
4. When going to the kitchen for a drink, this should be only for yourself. This will avoid sharing glasses and avoid cross contamination.
5. Keep the same glass, cup bowl etc and wash thoroughly after use at end of day and replace on your desk.
6. DO NOT leave any dishes, utensils, etc on the sink area at any point.
7. Use paper towels to dry dishes, utensils and dispose of in the bin
8. The bin should be emptied daily into the main bin in warehouse and replaced.



TOILETS

1. Before going to the toilet, staff should look from their desk (if possible) to see if any of their colleagues are clearly away from their desk. If you suspect they may be in the toilet then please wait until they return before going.
2. The toilet door will have a sign indicating whether the toilet is in use or not. If the toilet is being used then please return to your desk and wait until it is free.
3. Before entering the toilet, please change the sign to indicate it is taken.
4. Wipe down toilet after every use with wipes provided and dispose of.
5. All staff must wash their hands after using the toilet.
6. All toilet door handles must then be wiped down, using an anti-bac wipe, before exiting.
7. Please then change the toilet sign to vacant.



DESK/SCANNER/PRINTER AREA

1. Each of the above stations will have a cleaning unit located in the area. These should be used to clean any surfaces touched while using the machines.
2. To adhere to the social distancing guidelines, please avoid going to colleagues desks at any time.
3. Please avoid going to the printer if it is already in use by another staff member.
4. Return to your work area directly from the printer areas and cleanse hands once back at your desk.



LEAVING THE OFFICE

1. Before leaving the office, please ensure you have wiped down your desk with the anti-bac wipes available. This should include your mouse and keyboard.
2. Adhere to the system in place when leaving the office as when you came in.
3. Avoid touching any surfaces such as doors, these should already be open.
4. The key holder should be the last to leave the office, closing doors (use your foot if possible to remove the door stop) and switching off lights as you go and wiping down any switches and handles you are touching.
5. After setting the alarm and leaving the office please use the anti-bacterial gel provided to clean your hands.

