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27MAY 2020

Working Safely during corona virus

Staying Covid-19 Secure in 2020 - steps and overview for employers

An overview of UK government advice with suggested measures to equip organisations for returning to work safely and efficiently.

2468Group.co.uk 27/5/2020

Working safely during corona virus

The Department for Business, Energy & Industrial Strategy issued guidance to help employers understand how to work safely during the corona virus pandemic. There are in total 8 sets of guidelines for different sectors (office, manufacturing, retail and so on). We've summarised the main key points here with additional insights from workplace facilities experts. We've also included a checklist for essential equipment and the '5 Steps' poster every employer should display on site.

It's important to visit government websites for up to date information, and because this document doesn't address every possible situation for all organisations. Here are some useful links for detailed information:

www.gov.uk/workingsafely

www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm

www.hse.gov.uk/news/assets/ docs/talking-with-your-workers.pdf

Employer responsibilities

We've summarised key actions employers need to think about under: Planning, Distance and Separation, Movement and Circulation, Hygiene and Safety, Communication andTravel, Visitors & Customers.

Planning

Employers should

- Consult with the Health & Safety Worker Representative chosen by union or workers
- Consult with workers or trade unions
- Update Health & Safety risk assessments to include all corona virus risks
- Communicate updated risk assessments to workers
- Companies over 50 employees are expected to publish risks assessment on their website
- Post signs reminding of symptoms of Covid-19 and public health advice
- Protect workers at higher risk, who are vulnerable or living wit clinically vulnerable individuals
- Post the 'Staying Covid-19 Secure' poster (supplied at end of this document).

Employers **should** review sick leave policies and make available public health advice
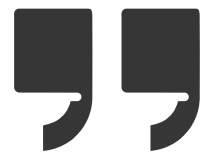
Distance and Separation

Employers should encourage home working
- Establish who should work from home and who is essential on-site
- Help workers who can, as well as vulnerable workers to work from home.
- Ensure home workers have the right equipment and include them in all communications - check in to ensure they are not isolated.

For essential on site workers
- Provide for 2 metres physical distancing across all work activities
- Use signage, floor markings and distance markers
- Stagger breaks and spread canteen use
- Re arrange break areas and consider closing canteens , supply pre packaged food
- Organise workers into small fixed teams & shifts
- Reduce meetings, apply physical distancing, supply sanitiser, ventilate meeting rooms
- Install physical barriers – desk sneeze guards where 2m not possible
- Organise side-by-side or back-to-back working
- Make handwashing / sanitisation available wherever activity takes place
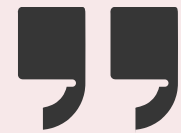
> *At the heart of the return to work is controlling the risk posed by the virus. Ensuring safe working practices are in place will help deliver a safe return to work and support businesses across the country.*
> *Sarah Albon, CEO, Health & Safety Executive*

Movement & circulation

Employers *must*

- Use distance markings to illustrate social distance guidelines
- Arrange one way traffic through the workplace if possible
- Provide one way systems for access /egress routes
- Adapt entrances eg deactivate turnstiles, replace signature systems
- Use signs to advise of social distance requirements
- Discourage non-essential trips, restrict access between different areas
- Reduce maximum occupancy for lifts

With limited seating available and essential workers identified, organizations can plan for phased reentry to the office based on role criteria.

Gensler Research April 20 2020

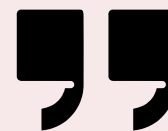# Hygiene & Safety

Employers should

- Increase frequency of hand washing - providing hand sanitisers at suitable locations including entrances and exits, lifts, meeting rooms
- Provide signs to remind workers to handwash, and good technique
- Supply adequate hand washing facilities including soap, hand towels & dryers.
- Implement thorough cleaning and disinfection of all rooms, ventilated afterwards
- Check ventilation throughout building keeping levels high
- Provide enhanced cleaning for busy areas
- Provide clear use and cleaning guidance for toilets to maintain social distancing
- Implement frequent cleaning of regularly touched surfaces
- Limit the use of high touch items where possible
- Develop procedures for cleaning shared equipment eg forklifts, between users
- Increase number of waste collection points
- Check the HSE website for protocols for cleaning after a suspected Covid-19 case

Safety is at the heart of business thinking. Unless people feel safe, employees won't return, customers will stay away and the restart will falter, harming livelihoods and public services.

Carolyn Fairbairn, Director-General of the Confederation of British Industry

Communication

Employers *should*

- Engage with employees to understand any unforeseen impacts of measures
- Be clear in messaging about risks, and steps being taken by the organisation
- Use visual communications - eg white boards & signs
- Remain aware of risk to mental health for all employees and supports available

> *Knowing where employees are assigned and their likely circulation paths throughout the day can support a focused cleaning response if an employee does exhibit symptoms.*
> **Gensler April 20 2020**

Travel, Visitors and Customers

Employers *should*

- Reduce business trips and face to face interactions to absolute minimum
- Avoid employees travelling in same vehicle
- Limit visitors where possible to a specific time window
- Revise visitor arrangements, eg pen hygiene, use of lanyards etc
- Make visitors aware of social distancing and hygiene protocol before / on arrival
- Enforce social distancing in reception areas- eliminate queuing
- Maintain a record of visitors - if possible
- Minimise contact at gatehouse, warehouse, when loading vehicles
- Retailers should control number of customers on site to allow for 2M social distancing, and provide hand sanitiser on arrival
- Retailers should use floor markings for queues, at tills & contact points, and screens to protect employees during customer contact

> *7 out of 10 workers are fearful about returning to their workplace in the age of coronavirus. You're wanting to see visible measures taken. It reassures and provides confidence.*
> *Peter Miscovich, JLL head of strategy and innovation*

A health check desk with masks, sanitiser & temperature controls for visitors. Installations like this provide reassurance for all.

Safety check list

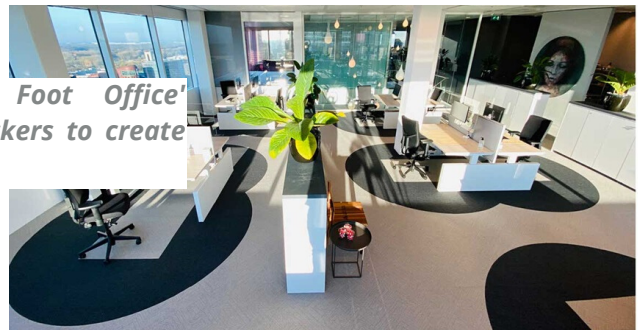## Equipment and supplies you will need in place

- [ ] Signs to communicate traffic flow throughout including floor arrows and distance reminders
- [ ] Covid-19 policy & public health information posters for staff, handwash reminders
- [ ] Hand sanitisation stations - wall mounted and/or free standing units
- [ ] Hand washing stocks - soaps, paper towels, dryers in washrooms / kitchens
- [ ] Reception screens, sneeze guards, queue barriers, and anti microbial pens for sign in
- [ ] Employee hygiene kits for every work station with sanitiser, sprays, paper towels & bags
- [ ] Increased cleaning supplies like anti bacterial sprays, paper towels, bins and bin bags
- [ ] Personal pens, mug, bottle, cutlery & glass for each staff member with labelling
- [ ] Disposable gloves & gowns for cleaning staff
- [ ] Increased number of bins for staff
- [ ] Contact log books for visitors

Equipment and supplies you might want to consider

- [ ] Contactless technology where possible, or contact eliminators (see below)
- [ ] More and smaller coffee, tea and snack stations including packaged food /meals
- [ ] Contactless thermometers - in line with public advice

We recommend also visiting the Health & Safety Executive website hse.gov.uk for good detail on this

Cushman & Wakefield's 'Six Foot Office' prototype uses circular floor stickers to create safe flow & movement

Visit 2468group.com to see our full range of safety equipment or talk to your usual 2468 contact about your needs.

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Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here

✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance

✓ We have taken all reasonable steps to **help people work from home**

✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace

✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____   Date _____

Who to contact: _____ Your Health and Safety Representative _____

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)