

LB Group
Returning to The Workplace
12-5-20

This document is prepared, based on the latest public health advice issued by the UK Government for opening up office environments when the easing of restrictions is permitted.

As and when UK Government advice is that we are permitted to re-open the office workplace, your line director will be in touch with you over the forthcoming week to discuss the return to the workplace with you.

Measures To Be Put In Place To Keep the Work Environment Safe

1. Staff Rotation

In order that each office can maintain safe social distancing while in the work-place, attendance at the office will be by rotation with typically only half the number of people in the office on any working day.

Your line director will advise you of the rota you are on and the days you are expected to be in the office.

These rotas are to be consistent and we will attempt to ensure that there is no mixing between the rotas, i.e. someone in rota pool 1 is not swapped into rota pool 2.

The rotation will ensure that your workstation is socially distanced from other staff members so that you are not working within 2 metres of any other staff.

2. No Hot Desking

For the foreseeable future you will be allocated a desk and you will not be able to work from any other desk/workstation.

3. Cleaning of the office

All offices will be cleaned by our professional cleaners before they are re-opened.

At the beginning and end of each working day each member of staff is responsible for ensuring their workstation is thoroughly cleaned with suitable cleaning material which will be provided.

4. Provision of Face Masks and PPE

We support the wearing of face masks and PPE in the workplace but it is optional. It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers or employees relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and remember it is not a substitute for the following measures.

- Washing your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.

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- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change or wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.

Each office will supply suitable grade face masks, gloves and hand sanitiser for use in the office.

This PPE needs to be double bagged and tied at the end of each day, stored securely for 72 hours and then thrown away with the general rubbish. The person undertaking the bagging needs to thoroughly wash their hands after completing the bagging.

5. Handwashing

Everyone should follow the government guidelines on hand washing and ensure that after coughing or sneezing into your hands your hands are thoroughly washed for at least the guideline 20 seconds.

All toilets have air hand dryers, and these should be used to dry hands in preference to linen or paper hand towels.

6. Use of Kitchen Areas

Only one person will be allowed in the kitchen at a time. Each office will devise a system to notify people when the kitchen is being utilised. During this period the kitchens will not be available to produce or prepare food.

7. Use of Toilets

Only one person will be allowed in the toilets at a time. Each office will devise a system to notify people when the toilet is being utilised.

8. Movement Around the Office

While in the office you need to keep your movement from your desk to a minimum. Where you do need to move from your desk, each office will develop its own strategy for you to move around the office safely while adhering to the social distancing rules.

9. Temperature in the Office – [only to be included where your office has proper AC]

Guidance suggests that ventilation reduces the risk of the likelihood of spread of the virus. Consequently, we will be running the offices AC systems which may make the office cooler than you may like so please ensure you have suitable clothing.

10. Visitors to the office

Visitors to the office will be restricted until the Government eases the restrictions on movement and distancing. We should avoid people visiting the office where possible.

If a visitor does need to visit the office they will need to confirm by email that neither they, or anyone they live with, is showing symptoms of the virus or has shown symptoms in the last 14 days. All

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visitors must be emailed a copy of this document prior to arrival and will be asked to adhere to our rules and procedures during their visit and the need to observe the 2m rule.

While visiting the office they will need to wear PPE equipment and will not be allowed to use the toilets.

11. Staff visits to clients

We should ensure that the premises being visited have a risk assessment in place and we should request a copy of that risk assessment before the visit to ensure we can;

- adhere to the client's rules, and
- ensure that we are satisfied that such procedures are adequate to ensure the safety of our staff

12. Use of Public Transport

Where you have no option other than to use public transport to get to the workplace we will discuss alternative options with you. This could include;

- Asking you to avoid the normal rush hour travelling times and provision to you of suitable grade PPE to wear whilst on public transport.
- The Stratford office will be open from 7am until 9pm to allow for travel on public transport outside of normal rush hour times.
- We will make provisions for bikes or e scooters to be stored in the office if you are able to travel using these modes of transport.

13. If You or Someone you Live with Have Symptoms of the Virus, or you or someone you live with is in the "At Risk" Category

If you or anyone you live with display symptoms of the virus then you need to inform your line Director immediately, not come into the office and follow Government guidelines for self-isolation.

If someone you live with is in the "At Risk" Category then please discuss that with you line Director.