



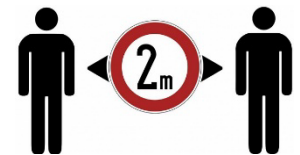
MacIntyre's Generic Working Safely In Offices Statement

Aim

The clear aim of this document is to provide a safe working environment for office environments which ensures social distancing best practice for COVID-19 is adhered to. Our controls below reduce the risk to our employees, visitors and contractors to as low as is reasonably practicable. And is the assessment in place for our Central Office in Milton Keynes.

Controls

Maintaining 2 metres social distancing limit within the office environment



- All walkways on floors allow for 2 metres distance to be maintained from a member of staff working at their work station.
- Each team's manager must review seating arrangements are in place to ensure staff are not within 2 metres distance of another person working. To manage this for the office on a case by case is not possible so we ask managers to take responsibility for this.
- Clear 'give way' signage with instructions are displayed within stairwells to ensure employees do not cross and maintain the 2 metre rule. A one person limit has been introduced for the lift.
- One person limit for all drink making areas to ensure 2 metre distancing is maintained the rule also applies to toilet facilities. Clear signage is displayed for this rule also.
- If a computer screen needs to be viewed by two members of staff at the same time they must both wear a face mask. Office services provide each floor with a box of facemasks and have a supply within reception if more facemasks are required. Staff who use a facemask for this situation must watch the 'donning and doffing' PPE training video, which can be found on the Intranet COVID-19 PPE guidance.
- Desks within the office have been rearranged to support with the 2-metre distance rule.
- Staff working in the office where possible must avoid going to see colleagues on other floors unless it's necessary as part of their role for example to deliver post; show a contractor to their place of work; provide stock refills of office essentials; or have an urgent work conversation which cannot be done over the phone.
- Meetings with multiple members of staff must be arranged via Zoom; another suggestion is that meetings could be held outside where the risk of transmission is less.
- If a member of staff based at central has a positive diagnosis or symptoms of COVID-19 and has been within the central office recently; their manager must identify if they have been in close contact within 2 metres of any staff and following this they must notify their Director. Ensuring all staff who have come into close contact follow the self-isolation guidance if required. The member of staff with COVID-19 or suspected of having COVID-19 must follow the latest self-isolation and test and trace guidance. Claire Toombs is the office single point of contact (SPOC) and should be advised of all positive cases of COVID-19 at the central office, if there



are more than 5 cases of COVID-19 within 14 days associated to the central office. The SPOC will contact the local public health protection team.

- Office Services keep a record of the staff sign in book for 21 days, in case details are required for track and trace.
- Staff must following a lateral flow-testing regime agreed with their manager. This should be based on their working pattern and in line with the 'General Testing Programme Guidance' from HR.

Visitors and Contractors

- Visitors are only permitted to the ground floor and must sign in as usual at reception.
- When entering the building visitors must follow guidance from Office Services at reception.
- Visitors must wear a face covering during their visit and if they do not have a face covering, Office Services will provide them with one.
- All visitor and contractor visits must be booked in advance of visit.
- Contractors must be provided with a copy of the office working safely statement for COVID-19 (sign document) and adhere to social distancing controls in place.
- Contractors and visitors must be asked when signing in that they have no symptoms of COVID-19 and that no member of their household is self-isolating due to symptoms of COVID-19.

Infection Control

- A cleaner will be attending the office during the working day to clean touch points throughout the building.
- Tables in meeting rooms must be cleaned after your meeting has taken.
- Staff are responsible for cleaning their own workstations
- Workstations have hand sanitiser and disinfectant in close proximity, which are provided by the Office Services team. Staff must email reception@macintyrecharity.org if they run out of sanitiser or disinfectant.
- Staff must avoid touching their face and cough or sneeze into a tissue which is then binned safely.
- Information is provided to staff via notices on site, leaflets and access to eLearning when there is a requirement.
- Hand sanitiser stations are placed on entrance and exit routes for quick use before making drinks.
- Staff must avoid using other staff members IT equipment and chair. If desks are used to sit your laptop on for example, they must be cleaned after use with a disinfectant and cloth. If you do use another staff member's desk (this does not mean their chair or IT equipment such as mouse and keyboard) during your working day, please inform them so they can also disinfect the desk surface before use.
- Windows (which do not have a do not open sign displayed) should be opened every 1.5 hours for 5-10 minutes. To ensure good ventilation on all floors; the opening and closing of windows should be agreed between teams working each day.



- Existing cleaning contract is in place, which ensures the building is cleaned daily after 5.30pm.
- Decontamination procedures will be carried out following a confirmed or suspected case of COVID-19 has been identified within the Central Office.
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Maintaining safe numbers to ensure social distancing is maintained

- Where possible teams must set up arrangements for alternative days of working to ensure the team is not in all at once, if this is going to increase the numbers of people on the floor past the safe working number.
- In order to reduce different pools of staff coming into contact on a regular basis, managers must create a regular routine for individuals to come into work; in order to reduce mixing.
- The office has a limit of 20 staff working within the open plan office areas on each floor at any one time. This can be described as the 'safe working number' to maintain social distancing.
- Each meeting room has a maximum capacity notice within; the maximum capacity should not be exceeded under any circumstances.

Home Working

- COVID-19 risk reduction checklist must be completed by managers with their staff to ensure individual risk factors are identified, following this work arrangements will be put in place to keep at risk staff as safe as possible. In some cases, this may include homeworking.
- A '**Home-Working Assessment**' has been created for employees working from home, which they must complete and share with their manager to review, and address any issues.
- Managers must keep in regular contact with their members of staff who are working from home and offer Health and Wellbeing resources provided by HR and offered through the employee assistance programme.

Building Operations

- The Office Services team monitor fire marshal and first aider lists for the building and ensure adequate numbers.
- Contractors continue to attend the building to complete health and safety compliance maintenance, servicing and repairs following Office Services instruction.
- Managers must inform their teams that in an emergency such as a fire people do not need to stay 2 metres apart. The priority is to evacuate in a timely manner.

Access and Egress to Building

- With the reduced numbers of employees working at the office access and egress can be carried out safely providing staff stay vigilant to the 2 metre social distancing rule.
- All staff must wear a face covering should be worn when away from their desk and at all times within a meeting room. Staff must follow these points in relation to face coverings:



- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it
 - 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 and 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
 - practise social distancing wherever possible
- There is a large amount of public parking available for staff to use around the area in which the building is situated.