



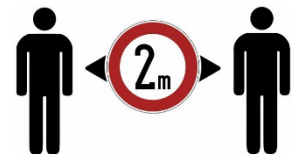
MacIntyre's Generic Working Safely In Offices Statement

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 and speak with the office services team if changes to desk arrangements need to take place.
- 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 a face mask could be worn, this should be agreed by staff locally. And if you're in a meeting room you should agree with others in the meeting if masks are to be worn, this may be something you want to do if you're within two metres of someone else.
- Desks within the office have been rearranged to support with the 2-metre distance rule. If there are any issues with desk spaces the Office Services Team should be contacted to review options available.
- If a member of staff based at central has a positive diagnosis they must inform their manager immediately and leave the office to go home.

Visitors and Contractors

- When entering the building visitors must follow guidance from Office Services at reception.
- All visitor and contractor visits must be booked in advance of visit.
- 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

- 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 regularly 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>

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 guidance to help stop the spread of the virus amongst staff in the office.
- There is a large amount of public parking available for staff to use around the area in which the building is situated.