

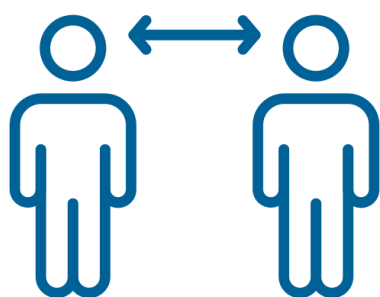
TIPS FOR A SAFE RETURN TO THE WORKPLACE



1

COVID19 RISK ASSESSMENT

Carry out a COVID19 risk assessment for your workplace and implement policies, procedures and health protocols such as a phased return to manage employee numbers, clean desk policies, spacing between desks and limiting the number of visitors.



2

SOCIAL DISTANCING

Avoid close contact by maintaining a safe 2-meter distance from others at all times. Implement and follow one way systems around the office where possible.



3

WASH HANDS REGULARLY

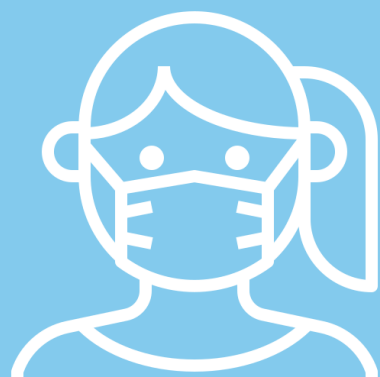
Wash your hands regularly using soap and water for a minimum of 20 seconds. Hand sanitising stations at convenient locations around the office are also a good idea.



4

A CLEAN ENVIRONMENT

Having a deep clean before employees return to work is a great way to ensure your office is clean and sanitised. Use surface disinfectant to regularly clean high traffic - high touch areas such as kitchen worktops, taps, door handles etc. We recommend using products meeting BS EN 1276:1997 & BS EN 13704:2002 regulations.



5

WEAR A FACE MASK

Provide PPE for employees and promote wearing a face mask when moving around the office as well as limiting exposure to colleagues.



6

INCREASE VENTILATION

Good ventilation (including air conditioning and opening windows or vents) reduces the concentration of the virus in the air and reduces the risk of airborne transmission. Keep the air flowing where possible and limit the usage of areas with poor ventilation.