



## **COV004: Covid-19 Risk Assessment and Operating Procedures - Offices**

### **PURPOSE:**

The purpose of this document is to explain to Mountjoy managers, staff, agency staff and subcontractors how the company plans to operate our offices safely during the COVID-19 pandemic.

The instructions in this document are to be followed in addition to the health & safety guidance and should be read in conjunction with the Covid-19 Absence Policy.






This document contains the following sections:

- **Part 1: Summary of Covid-19 Office Safety – Simple but Powerful Solutions**
- **Part 2: General Covid-19 office safety for all staff in Mountjoy offices**
- **Part 3: Office Specific Instructions**
  - a. Farlington Office, Portsmouth
  - b. Ryde Office, Isle of Wight
  - c. Southwater Office, Horsham
  - d. Winchester Office. Hampshire
  - e. Glen Eyre Halls Office, Southampton

**PART 1: COVID-19 SAFETY in the OFFICE**

**ANYONE CAN CATCH IT AND ANYONE CAN SPREAD IT!**


**Simple solutions are best: Hand hygiene, social distancing, symptom awareness and cleaning are the most powerful weapons against the spread of this virus.**

<p><b>Stay away</b></p>	<p>Think - why am I here? Can I work from home? If you can – you should.</p>	
<p><b>Hand Hygiene</b></p>	<p>Wash hands thoroughly and frequently throughout the day. Follow the instructions on the posters by the basins for the best technique.</p>	
<p><b>Social Distancing</b></p>	<p>Whenever possible, keep 2m away from other people. Be aware of this distance and be vigilant at all times.</p>	
<p><b>Symptom Awareness</b></p>	<p>Be aware of your own health. A persistent cough or a fever means you must go home and self-isolate and get tested.</p>	
<p><b>Cleaning</b></p>	<p>The virus can live on surfaces for up to 3 days, but can be killed with simple disinfectant. If it gets touched, it needs to be cleaned</p>	

**PART 2: What is written below applies to ALL staff when working in one of our offices**

<p><b>Suspected Cases of Covid-19</b></p>	<ul style="list-style-type: none"> <li>• Report any suspected cases to your line manager and/or Health Safety Dept.</li> <li>• If you have symptoms – a persistent cough or fever - tell your line manager immediately.             <ul style="list-style-type: none"> <li>○ Don't touch anything.</li> <li>○ Your line manager will arrange for you to be escorted out of the office and home.</li> <li>○ Wear a face covering while you are on your way out.</li> </ul> </li> <li>• Follow Government guidelines on self-isolation and testing before returning to work.</li> <li>• You should self-isolate for at least 7 days once symptoms have appeared in accordance with government guidance.</li> </ul>
<p><b>Track and Trace Apps</b></p>	<p>The Government are testing <b>the Track and Trace App</b> which is intended to be used nationally to help eliminate the spread of Covid-19.</p> <p>We are constantly monitoring the situation. <b>The App will be mandatory for all our staff when it becomes widely available.</b></p>
<p><b>Working from home</b></p>	<ul style="list-style-type: none"> <li>• Can you work from home? If so, please do so.</li> <li>• Only go to the office if you really need to.</li> <li>• If you attend the office the procedures given in this document <b>MUST</b> be followed for your safety and that of your colleagues.</li> </ul>
<p><b>Travel to and from the office</b></p>	<ul style="list-style-type: none"> <li>• Don't use public transport or share a vehicle unless you have to.</li> <li>• If you have to share a vehicle then open the windows and sit as far apart as possible with each passenger wearing a face covering.</li> </ul>
<p><b>Parking</b></p>	<ul style="list-style-type: none"> <li>• Where possible park with a spare or unused bay on either side.</li> <li>• Where this is not possible, allow others to get clear of their cars before you get out.</li> <li>• When returning to your car, be prepared to wait while cars next to yours depart so that you do not have to get close to other drivers.</li> </ul>
<p><b>Arrival</b></p>	<ul style="list-style-type: none"> <li>• Allow space (at least 2-metres or about 3 paces) between you and others as you arrive (we'll call this the 2-metre rule).</li> <li>• Wash your hands or use the hand sanitiser provided as soon as you enter the building.</li> </ul>
<p><b>Hand Hygiene</b></p>	<ul style="list-style-type: none"> <li>• Wash hands thoroughly and frequently throughout the day. Set a reminder on your phone if needed. Follow the instructions on the posters by the basins for the best technique. <b>ALWAYS</b> wash:             <ul style="list-style-type: none"> <li>○ Before and after a break</li> <li>○ Before and after using facilities such as the kitchen and toilets</li> </ul> </li> </ul>
<p><b>Around the office</b></p>	<ul style="list-style-type: none"> <li>• Whenever you move around the office, observe the 2-metre rule and one-way system.</li> <li>• Avoid face-to-face meetings wherever possible, use MS Teams instead. Where this is not possible, observe the 2-metre rule – stay vigilant!</li> <li>• If you need to work together on a document/project, use MS Teams or book a room with a large screen.</li> </ul>

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• The need for face-to-face meetings in offices should be rare, as most matters can be dealt with by using Microsoft Teams or Zoom.</li> <li>• If a face to face meeting cannot be avoided, only those staff who are absolutely necessary should attend.</li> <li>• Attendees should be at least two metres apart from each other.</li> <li>• Rooms should be well ventilated / windows opened to allow fresh air circulation.</li> <li>• Consider holding meetings in open areas where possible.</li> </ul>
<b>Team working</b>	<p>Keep groups of workers that have to work within 2-metres of each other:</p> <ul style="list-style-type: none"> <li>• Together in teams (do not change workers within teams)</li> <li>• As small as possible</li> <li>• Away from other workers where possible</li> </ul>
<b>Your desk</b>	<ul style="list-style-type: none"> <li>• Ensure you are sitting at least 2-metres away from colleagues unless a screen has been provided.</li> <li>• Only sit at the desk you have been designated, do not use anyone else's desk or equipment.</li> <li>• Wipe down everything you are going to touch whilst at work (desk, phone, laptop or computer, screen, mobile phone etc.).</li> <li>• Desks to be completely free of clutter and only the equipment required to perform role should be situated on desk. Where possible equipment that can be packed away should be each end of day.</li> </ul>
<b>Hot Desks</b>	<p>There will be spare desks without equipment to use if needed.</p> <ul style="list-style-type: none"> <li>• Before you use clean the desk, and all touch points of chair.</li> <li>• After you use clean desk, and all touch points of chair.</li> </ul>
<b>Washrooms &amp; kitchens</b>	<ul style="list-style-type: none"> <li>• Wash your hands before and after using any communal facilities.</li> <li>• Observe the 2metre rule at all times – breaks may be staggered.</li> <li>• Make your own drinks in your own crockery– do not make for other people.</li> <li>• Non-essential equipment may be temporarily removed to help avoid contamination.</li> <li>• Bring packed lunches in if possible.</li> <li>• Do not eat in the kitchen.</li> <li>• Wipe down anything you use or touch before you use it and before you leave</li> <li>• Only enter the communal washrooms when it is possible to keep the 2-metre rule (this usually means that of someone is using the sinks you will need to let them finish and leave before you enter) observing one-way systems.</li> <li>• If you use the hot or cold-water dispenser, clean your hands beforehand and afterwards and clean all the touch-points before and after you use it.</li> <li>• Throw your rubbish away immediately and don't leave it for someone else.</li> </ul>
<b>Leaving at the end of the day</b>	<ul style="list-style-type: none"> <li>• Wipe down your desk, phone, laptop or computer, screen, mobile phone etc.</li> <li>• Wash your hands before you leave</li> <li>• Preserve the 2-metre distance between you and your colleagues as you leave the office and return to cars</li> </ul>
<b>Smoking Policy</b>	<p>Staff that wish to smoke should do so on their designated breaks and in the designated areas observing social distancing and hygiene measures at all times.</p>

	<b>Covid 19 Risk Assessment and Operating Procedures - Offices</b>	
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**Part 3: Office Specific Instructions**

Office specific risk assessments and safe working procedures are owned and managed locally by the appointed Mountjoy duty manager.