

Deeley Office – COVID-19 Staff Guidance Note May 2021 (Version 5)

Key Principles

This document is based upon the Risk Assessment undertaken on the 4th June 2020 and the guidance note provided by the Government on the 11th May 2020 for office working. It sets out what adjustments have been made in terms of physical steps and working practices to enable the office to open while ensuring the safety of all staff and clients.

There are key principles which still apply:

- Where possible persons should work from home as a first option.
- Identified vulnerable persons within the company are not to come to the office but to continue to work from home.
- No person is to come to the office if they or any of their household have any COVID symptoms as this will put everyone working at the office at risk.

However, there is an increasing business and need for people to be in the office and our recent survey also highlighted that there was also a welfare need for people to come into the office. We have therefore put in place procedures and physical adjustments to the office. This document is a guide as to these new working practices.

Team Working

- Over the last year we have all learnt new ways of working together, and during this time, as we transition to the new ways of working in a Covid -19 world it is essential that we continue to work as a team. This means that we will need to be adaptable and flexible and take into account the different circumstances of individuals.
- The office is available for access 24 hours a day to ensure that people have flexibility to work the hours that are the most appropriate and which reflect the other increased responsibilities they may have at home.
- Individuals need to agree working hours and location with their line manager on a weekly basis to ensure that attendance in the office is limited to ensure social distancing and safety is maintained.
- It is anticipated that most staff will come into the office on a limited basis of 2-3 days per week with days and hours to be agreed with their line manager and reflective of the business need and to ensure that only 2 people (sat diagonally) are on each pod.
- In order to enable the most efficient use of the office it has been necessary to move where some staff sit as this enables the natural pairing of people within the office that need to work together.

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Office Entry/ Reception

- There is now a key box which all staff have the access details of which can be used by all staff to enter the office and turn off office alarm etc. Please use the keys and return to the key box when entering the office outside of traditional core hours (8am-4pm).
- Please wash hands / use hand sanitiser when entering the building and before going upstairs, (please do not loiter in the reception area).
- As you come into reception you will see that there is floor tape to highlight what the 2m distance is from the front desk. Please keep this distance from the front desk.
- There is no sign in sheet so please send an email to admin@deeley.co.uk once you have logged in. Please also email admin@deeley.co.uk when you leave the office.

Office Space

- The working arrangements for the office have been carefully considered and have been set out in order to ensure the safety of all staff and are based upon the principle of keeping a 2m social distance.
- There is a revised seating plan which will be circulated prior to the office opening with a maximum of two people (seated diagonally) on each pod.
- If there is a specific need for more than 2 people from any pod to be in the office at the same time, then one person shall book a meeting room and work in an office for the day. All meeting rooms and the glass table downstairs are available to be booked.
- As you move around the office please be considerate and aware of your colleagues and ensure that you keep a 2m distance. Due to the layout of the drawers in the central area it allows people to step into the central area to ensure people can pass each other at an appropriate distance.
- The ventilation of the office has been reviewed and we will continue to use the air conditioning system, however if summer does arrive we will look to use the windows as much as possible (which will be easier to do with all the windowsills cleared of paperwork!)

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Desk Spaces

- In order to keep 2m distance there will be a maximum of two people on each pod with people sitting diagonally opposite each other. This has necessitated that some people will need to move desks.
- All desks need to be cleared at the end of the day so that desks can be cleaned. Everything should be put away in the plentiful storage space that we have or in a document storage box under your desk.
- Please clean your desk at the end of every day utilising the antibacterial wipes which are available in the central area.
- Please keep the central area clear of drawings etc so that they can be cleaned
- If possible, please keep your phones diverted to your mobile so that you do not need to use the desk phones.
- Please take your laptops home every evening and bring in when you are in the office as it is envisaged that people will not be in the office every day.
- Please keep coats on the back of your own chair.
- Please do not share stationary products.

Printing

- There is hand sanitiser situated on each end of central printing area. Please sanitise your hands before using the printers and other equipment in this area.
- There is hand sanitiser next to the printer close to the kitchen. Please use this before using the printer.
- The printer behind the admin team will not be in use

Toilet Facilities

- These will operate on a one in and one out basis. If the door to the washroom is propped open, then it is available for use. If the door is closed, then it is currently in use and please wait. (The signage on the doors will remind you of this system).
- Please ensure that hands are washed, or hand sanitiser is available on the landing area.
- Please utilise the toilets on the ground floor only if you are in meetings downstairs.
- The shower is not available for use at the current time.

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Kitchen Area

- The area around the sink has been marked with ground tape, within this area there should only be one person who can use the kettle/fridge/microwave and they are responsible to cleaning and tidying the area after use.
- The chairs at the tables have been removed to leave just one chair at each table so that only person should be sat at each table.
- At the end of the day please be responsible for cleaning your own mug and keeping it on your own desk.

Meetings

- It is anticipated that there will be very limited requirements for meetings where external visitors come into the building. If a meeting does include someone external to Deeley Group coming into the building, the meeting organiser is responsible for ensuring that they follow the guidance in this document; especially the sanitising of hands once they have entered the building and signing in by email.
- Meeting rooms will be booked in the normal way online.
- The person that books the room is responsible for cleaning the table after use (wipes are available in each meeting room).
- There is a maximum number of people that can be in each of the offices:
 - Board room – 4 people.
 - Conference Room – 7 people.
 - Glass table in break out area downstairs – 2 people.
 - Office next to Martin's office – 4 people.
 - Andy's old office – 2 people.
 - Office opposite kitchen – 4 people.

Dress Code

- All staff should dress in a business appropriate way if there are meetings which are virtual or in person (at an appropriate social distance) business attire should be worn.
- If staff are in the office without any meetings, then business casual attire is acceptable.

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Cleaning

- There will be more regular cleaning of the office which will take place every evening.
- Each individual is responsible for cleaning the desk space, washing their mug and keeping it on their desk.

Closing the office

- Set the doors to the padlock symbol on the top and bottom
- Do not set the alarm (this will be done by the cleaners)



(continued overleaf...)

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Actions Required by All Staff

- Agree your working hours and locations for the week with your Line Manager.
- Follow new signing in and out procedure by sending an email to admin@deeley.co.uk when you log in and before you leave.
- Clear your desk at the end of the day - there are document storage boxes available if you cannot find appropriate storage in the drawers.
- Clean your desk at the end of the day using the antibacterial wipes available.
- Keep the 2m social distance required throughout the day.
- Keep talking! As the way we work will adapt we need to keep talking whether this is in person, zoom or phone!
- All Deeley employees are required to take two Lateral Flow Tests per week and the results of these tests must be up loaded to the GOV.UK website using Deeley Group's unique organisation number.