

CORONAVIRUS SARS-COVID-19 PANDEMIC

RISK CONTROL MEASURES FOR OFFICE WORKERS

During the Covid-19 Pandemic Full Lockdown the following rules are to be followed.

Office workers must be consulted on the arrangements and must voluntarily agree to return to office working.

All staff are to read and understand the symptoms of, and control measures to mitigate the spread of Covid-19, using <https://www.nhs.uk/conditions/coronavirus-covid-19/> as a reference.

Homeworking

To enforce social distancing, where workers can work at home they must by law work at home. Additional regulations are in place to protect clinically vulnerable individuals who will receive an NHS Letter stating that they are clinically vulnerable and must shield.

To enable working from home, the company has implemented the below:

- Remote access to the server.
- Use video or tele-conferencing.
- Maximisation of the use of electronic paperwork eg site supervisors to photograph / scan paperwork and send the documents electronically to the homeworker.
- Arranged for mail sent to the office to be collected from the office and taken to home.
- Whilst the HSE have stated that Display Screen Equipment Risk Assessments do not need to be repeated for homeworking during the lockdown, as it is defined as temporary use, Directors to ensure that homeworker's work stations and work environments comply, as far as reasonably practicable, with the health and safety regulations for display screen equipment and workplace, health, safety and welfare. Where homeworkers require additional equipment to ensure their health and safety they must make a request to the Directors who will arrange the loan, or will make a contributing payment of the reasonable cost of purchase of office equipment including office chairs, desks, display screens, external keyboards, external mouse and mouse pad, wrist support, footrest, blinds etc. as required.
- Directors to ensure that home workers do not become socially isolated and shall have means in place to identify if any work-related mental health issues are developing including anxiety or stress. Directors shall ensure that homeworkers are regularly contacted to ensure the workers welfare. If mental health issues are identified then employees can be referred mental health charity like Mind (www.mind.org.uk).

Office Covid-Security

Work in the office is only be permitted for:

- If VPN is used and the VPN cannot cope with the volume of demand.
- Inexperienced staffs require high levels of supervision or inter-team communications are severely compromised.
- Home conditions are not suitable for home working e.g. no space for a workstation, shared accommodation, young children etc.;
- For office functions that cannot be done from home eg finance.
- Short visits to pick up files, folders, drawings, use the plotter etc.

For authorised office occupancy activities the following risk control measures have been implemented to reduce risk of contracting Covid from office activities as low as is reasonably practicable.

1. Inoculations: To protect themselves and others. workers should be encouraged to receive Covid-19 inoculations when the NHS offer them, but cannot be forced to as this would infringe their human rights.
2. Workers attending the office must be tested for Covid-19 weekly and have a negative result. Testing to be done in the workplace or at a Community Testing Centre. The Community Testing Centre will require those tested not be showing symptoms of the virus.

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3. Office attendance pre-notification booking in system established. Where employees intending to work in the office, they must provide 48 hours-notice via email to XXX that they will be in on a specified day and time. Where this potentially may cause high occupancy in the building then XXX will consult with staff on options to eliminate this risk. XXX retains the office attendance emails for 14 days in case of a later Covid positive result.
4. No person to attend the office if they are showing any symptom that could possibly associated to Covid-19.
5. No visitors, for example clients, suppliers, site workers, auditors, postal delivery staff, to be permitted in the building. Access can only be granted to essential facility maintenance staff.
6. Displayed on the front door shall be the Government's Staying COVID-19 Secure 5 Steps Declaration Poster, signed by Director. NHS Covid-19 instructional signage displayed at entry points and strategically in offices and toilets.
7. Social distancing of two meters to implemented as far as is reasonably practicable. Any working within 2 metres to be less than 15 minutes and both parties to wear face coverings.
8. Staff to wear face coverings when away from their desk. Face shields must be used where individuals have medical reasons for not wearing face coverings.
9. In small multiple occupancy offices occupancy to be one person where possible, but if more than one worker has to be in they will work back to back and ventilation increased.
10. When moving around office corridors, if two people need to pass, then one must give way to another to maintain adequate separation where possible.
11. Ventilation in the office to be maximised. Where possible windows, doors and fire exits to be kept open (whilst giving regard to security arrangements), but internal fire doors not to be chocked open as these are for fire protection. Where air conditioning is installed, if the building has a centralised ventilation system that removes and circulates air to different rooms, the recirculation function is to be turned off and a fresh air supply used.
12. Use of hardcopy paperwork to be restricted. The requirement for "wet signatures" on records is suspended during lockdown. As far as possible only receive electronic versions of site paperwork eg have Site Supervisors photograph / scan paperwork and send the documents electronically to the office.
13. Staff must make their own drinks and must wash up their own cups, crockery and cutlery.
14. In washrooms and kitchens reusable towels removed and replaced with single use disposal towels.
15. Anti-bacterial gels (over 60%) available at all building entry points and at strategic points around the office.
16. Anti-bacterial surface cleaning sprays and disposable wipes provided at strategic points around the building and office workers required to use them frequently and specifically before they leave the building.
17. Where required additional bins have been provided. Office workers to empty their own bin before they leave the building.
18. In the case of first aid, fire, evacuation or another emergency incident, the 2 metre rule and surface contact rule is suspended. Where first aid is required, first aiders to wear face covering and if the injured party isn't suffering breathing problems, place a face covering on them too.
19. In the event of a worker having a Positive test result, work site to be fully sanitised before permitting work to continue. Workers only need to self-isolate if contacted by NHS Test and Trace.
20. Should employees be suffering from mental health issues including anxiety, stress or bereavement, then Directors shall refer them to a mental health charity like Mind (www.mind.org.uk).

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Action to Be Taken for Coronavirus Symptoms

1. What to do if symptoms displayed

If any individual believes they have any of the above symptoms they are to immediately self-isolate and are strongly recommended to arrange a Covid-19 test. A test can be got by anyone who has symptoms, has been asked by a HNS representative to get a test to confirm a positive result, or if they live / work in close contact with someone who has symptoms.: See

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-they-have-coronavirus/> , or see the guidance in the NHS Test & Trace App. They should only call 119 if they have no internet access.

If the individual has symptoms, they must give an initial alert to the people with whom they have had close contact with over the last 72 hours. They must tell them that they might have coronavirus but are waiting for a test result, but at the moment the individual needs to take no action.

Close contact counts as:

- Having face-to-face contact with someone less than 1 metre away (this includes times where the individuals have worn a face covering or a face mask)
- Spending more than 15 minutes within 2 metres of someone
- Travelling in a car or other small vehicle with someone (even on a short journey) or close to them on another form of transport.

For workers who show symptoms or have a positive test, the XXX must be informed so that the required alerts can be issued to staff.

Whilst awaiting the test potentially affected workers are to be recommended to reduce contacts, but only need to self-isolate if Test and Trace contact them as the affected person had a positive test. See below.

2. What to Do if Positive Test

If a test confirms positive or the symptoms show that it is highly likely to be Covid-19 the individual(s) must self-isolate for 10 days following the onset of symptoms. All those that have been in close contact with a person who has tested positive for coronavirus must self-isolate for 5 days.

If they test positive for coronavirus, the NHS Test and Trace service may send an alert via the App, or if no App via text, email or call, and will ask them to share details of people with whom they have had close, recent contact (last 72 hours) and places they have visited. It is important that they respond as soon as possible so that they can give appropriate advice to those who need it. They will be told to do this online via a secure website or that they will be called by one of their contact tracers. If NHS Test and Trace contact tracers are unable to contact them for 24 hours, they may pass their case to the local authority to follow up by phone or in person.

If both individuals had the NHS Test & Trace App operating, then the App may automatically instruct the individuals to self-isolate if one of the individuals has a positive result. The App will alert any other person who has the App who has been in close contact.

3. What to Do if Negative Test

If their test is negative, other household members no longer need to self-isolate. If the individual feels well and no longer have symptoms similar to coronavirus, they can stop self-isolating after 48 hours after the test unless they have been contacted separately by NHS Test and Trace as a contact of someone who has tested positive.

4. Notification of Close Contact by NHS Test and Trace

If the individual is contacted by the NHS Test and Trace service because they have been in close contact with someone who has tested positive for coronavirus then they must immediately self-isolate for 10 days from the last contact with that person.

If they develop symptoms, then they should get a test and follow the guidance as per above.

Individuals with no symptoms can come out of isolation on the 11th day.

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