

Managing COVID-19 Risk In The Workplace

This short guide details some of the key safety aspects implemented within the workplace to reduce the risks of COVID-19 transmission. It is to be used in conjunction with your individual office inductions and the B+K Offices and premises Induction video. Working together to follow the guidelines means we can minimise infection risk both in the offices and beyond.



Remember: Any person who exhibits COVID-19 symptoms should self-isolate as directed, and not travel or present themselves for work. You must also self-isolate if anyone in your household has symptoms. The symptoms are:

- high temperature
- new, continuous cough
- loss or change to your sense of smell or taste

The website [gov.uk/coronavirus/](https://www.gov.uk/coronavirus/) will tell you what to do and how to get a test, if you need one. If you don't have internet access, please call 119 for advice. Do not go to places such as GP surgeries, hospitals or pharmacies.

If you or anyone in your household develops symptoms and has to self-isolate, you must inform us immediately. Please email dbs-businesscontinuity@derry-bs.co.uk or speak to a Director.

Key Contacts

Keeping in touch, communicating concerns, and asking questions is more important than ever at the moment so it's important that you know we are all here to help.

If you're worried about a situation at work or have queries about any of our safety measures, please contact us. If we don't hear about a problem or a concern, we can't help to resolve it.

Please send us an email or speak to a Director.

dbs-businesscontinuity@derry-bs.co.uk

Additional Support

Remember that the HR Team are also available for advice or guidance as needed.

HR Team: hr@bandk.co.uk or call 01773 853131

HR Manager: laura.osullivan@bandk.co.uk or call 01773 853131 x4757



Workplace Guidance
COVID-19



Attending Work

When attending the office please remember these key points:



You must use your access card to swipe in and out of the building. In addition you must also report your whereabouts to your Office Administrator on a daily basis.

This will help us to manage contact tracing if there are any COVID-19 cases within our workforce, along with monitoring lone working and fire safety.



There may be a one-way system of travel in place. Please remember to follow the directions; one-way travel will help us all maintain social distancing and reduce surface contacts.



If you can't maintain social distancing for a task you should wear face coverings and minimise contact time. If possible, do the task outdoors as the extra ventilation will help minimise risk.



If you have not been allocated a permanent workstation please liaise with Amanda Henson to arrange daily access to the Newark Office or use the online schedule to arrange daily access to the Birmingham Office.

There are guidelines on maximum occupancy for offices and meeting rooms - please observe these at all times.

Around The Office

To help maintain a clean and safe environment, there are a few changes around the office to be aware of.

These guidelines aren't exhaustive but some key points to remember are:



Please keep your desk and office areas clear. This helps our cleaning team to sanitise offices at the end of each day.



Shared spaces have cleaning materials on hand to keep surfaces clean. Hand sanitiser and soap are also available throughout the building for your use.



Please limit movement around the office to essential purposes only. If you must move around the building please observe social distancing at all times.



Please bring in your own meals and refillable drinks bottles from home. Label any foods you store in the fridge and remember that fridges will be cleared every Friday so please take unused items home with you.



To minimise risks from shared kitchens, only one person is to use the facilities at a time, make your own drinks and use cleaning supplies provided to clear surfaces before and after use.

Remember

- Maintain social distancing of 2 metres as much as possible. If you can't, exercise other precautions.
- Keep movement around the office to essential purposes only
- Wash hands often, for 20–30s with soap and water.
- Cough or sneeze into a tissue then bin it
- Cleaning materials and hand sanitiser are provided throughout the building - please use them
- If you visit the office, please dress for the office