

**New health and safety procedures for the office
to prevent the spread of Covid-19**

The following procedures are for all staff to adhere to if they come into the office during this pandemic period and follows government social distancing requirements.

All staff using the building must inform Cat and/or Shez of your desire to do so, so that you can be added to the staff rota and allocated a desk.

You must also confirm to HR that you have read and understood the following procedures:

Symptoms of COVID-19

- If you or a member of your household are experiencing any symptoms of COVID-19, then you must not come into the office and you must self-isolate in line with government advice
- The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:
 - cough
 - difficulty in breathing
 - fever (38.0° C [100.4° F] or greater using an oral thermometer)
 - loss of taste or smell
- If any member of staff feels they are starting to display these symptoms, they should be encouraged to disclose this as soon as possible.
- If you start to feel symptoms of COVID-19 whilst you are in the office, you must email Shez and Cat immediately to inform them.
- You must leave the office and go straight home.

Employee Hygiene

- Whilst in the office you will need to ensure that you increase your levels of hygiene management, including keeping hands clean, and coughing and sneezing into tissues which are immediately disposed of.
- Employees must clean their hands upon entry to the building. Sanitiser is provided for on the desk in reception.

Travelling to and from work

- We will allow flexible work hours to enable staff to avoid travelling during peak periods
- Bikes can be left in the garden or the 3rd floor terrace

Social distancing in the office

- Maintain a 2-metre distance from others when moving around the building or talking to others
- There are signs throughout the building to remind you about our social distancing rules
- 20 people will be the maximum capacity allowed in the building each day
- A rota will be in place and you will be allocated days that you can come into the office
- You will be assigned a desk to use for the duration of the social distancing period
- Your desk may be different to your usual desk or in a different room.

- Only one desk per side of a bank of desks to be occupied.
- We will operate flexible working hours to avoid congestion in reception area.
- Maximum number of people per room:
 - Events – 3 people
 - Books – 2 people
 - Life – 2 people
 - Production – 2 people
 - Editorial – 3 people
 - Apollo ad – 1 person
 - Apollo editorial – 2 people
 - Marketing – 6 people
 - Advertising – 4 people
 - Accounts – 2 people

Meetings and movement around the office

- Please try to keep movement around the building to a minimum
- Please continue to use Teams as the primary method for meetings
- If meetings need to go ahead the room occupancy levels should be as follows:
 - Apollo x 4 people
 - Main x 6 people
 - 4th floor x 4 people
- Hand sanitiser will be provided in all meeting rooms and should be used upon entry
- People to be sat at two metre distances in meeting rooms

Communal areas

- Toilets – maximum of 1-person occupancy in the basement toilets. Please use the lock on the main door upon entry.
- As guidance, can the following rooms try to use their allocation toilets:
 - Events – Basement toilets
 - Books – Disabled toilet
 - Life – Basement toilets
 - Production – Basement toilets
 - Editorial – Basement toilets
 - Apollo ad – Disabled toilet
 - Apollo editorial – Disabled toilet
 - Marketing – 4th floor toilet
 - Advertising – 4th floor toilet
 - Accounts – 4th floor toilet

Kitchen

- One person in kitchen at a time
- Please use hand sanitiser before using kitchen equipment
- Please clean surfaces after use in kitchen areas and ensure all used crockery and cutlery are put in the dishwasher

Traffic flow in building

- Only one person at a time to use the lift
- No crossing on stairs – please wait in the doorway of the nearest room for person to pass
- Maintain a 2-metre distance from others when moving around the building or talking to others

Visitors

- Try to limit to maintenance visits
- All visitors to receive COVID-19 guidance for our building before entering the office – this is to be sent via email prior to the visit
- All visitors must use hand sanitiser upon entry to the building
- All visitors must not enter the building if they have any symptoms of COVID-19

Cleaning the workplace

- The cleaner will come into the office and clean every day
- Please clean surfaces after use in kitchen areas and ensure all used crockery and cutlery are put in the dishwasher
- Please clean the shower area and handle after use
- Hand sanitiser will be provided in all rooms and communal areas