

Return to Work Procedure Risk Assessment

Introduction

The most common symptoms of coronavirus (COVID-19) are recent onset of one or both of the following:

- new continuous cough
- high temperature (above 37.8°C)
- Loss of taste or smell

If you think you have developed symptoms of COVID-19 such as a new, continuous cough or fever, seek clinical advice using the [NHS 111 online coronavirus service](#) or call NHS 111. Do this as soon as you get symptoms.

In an emergency, call 999 if you're seriously ill. Do this as soon as you get symptoms.

Do not visit the GP, pharmacy, urgent care centre or a hospital.

Do not come to the office

Advise your senior manager you have symptoms stay/go home and self isolate for 7 days

Advise your senior manager if anybody in your household develops symptoms and self isolate for 14 days. You may continue to work from home if appropriate

There are general principles you should follow to help prevent the spread of airway and chest infections caused by respiratory viruses, including:

- washing your hands more often with soap and water for at least 20 seconds or use the hand sanitiser provided. Do this after you blow your nose, sneeze or cough, and before you **eat or handle food**
- avoid touching your eyes, nose, and mouth with unwashed hands
- cover your cough or sneeze with a tissue, then throw the tissue in a bin
- clean and disinfect frequently touched objects and surfaces

Kiril Mischeff's policy is that staff continue to work from home where possible. People have been provided with laptops, printers and phones in order to facilitate this and an up to date list of contact numbers has been issued to everybody.

The results of this risk assessment are published on the company's website, issued to all staff and the 5 steps to safer working are displayed on noticeboards in the office

Who should come back to the office

- Most people will continue working from home. Microsoft Teams will be used for meetings and keeping people in touch with each other.
- The daily update from the Directors will continue to keep everybody advised on the current situation of the company
- Those employees who are in a vulnerable group are advised to follow [social distancing guidance](#) and stay at home. This includes the older members of staff, those with underlying health problems or those living with a vulnerable person or key worker in the NHS, who need to be protected
- If you believe you are in such a category, please advise either your senior manager or HR
- If you are in a position whereby it is not practical for you to return to work, for example your children are not attending school, again speak to your senior manager or HR
- Anybody requiring public transport to get to the office is to stay working from home
- Those departments considered necessary may return to the office, only if the person feels comfortable, it is not compulsory
- Any person who wants to return to the office, due to issues of mental health and wellbeing, must agree to follow the guidelines set out in this document

Getting to work

- Do not share lifts to the office from colleagues
- Do not use public transport
- The Government is encouraging walking or cycling to the office. The Government's Cycle to Work Scheme is still available and offers the chance to purchase a bike at a discounted price, over a period of time, by deductions from your salary. If you are interested, speak to HR
- Depending on numbers, we may consider staggering starting times
- If driving to work, when arriving at the car park, please reverse the car into spaces, so that we can maintain social distancing when getting in and out of your cars
- There will be a one-way system for entry and exit. Please only enter through the back door and exit through through the front door
- Directional arrows will be displayed on the floor to show the route
- Additional sanitising stations will be introduced at the external doors

In the office

- Ensure you know how to spot symptoms of coronavirus (COVID-19), and are clear on any relevant processes, for example sickness reporting.
- Sanitise your hands on entry and exit to the building
- There will be a one-way system for stairs to the first floor, the rear staircase for going up and the main staircase for coming down. For access to the 2nd floor, do not use the stairs if someone else is on them, to maintain social distancing
- Do not shake hands or hug colleagues
- There is to be a maximum of 2 staff per office
- Once in the office, please ring Craig, who will come and check your temperature
- Disposable face coverings and gloves will be available, but are not compulsory
- Use the same desk each day, do not change to other desks or hot desk. Any desks and chairs not in use will be identified with "Do Not Use" tape
- Use phones/emails/teams rather than face to face contact with staff in other offices
- Where face to face contact is essential, this should be kept as short as possible with a maximum of 15 minutes, maintaining a 2 metre distance
- Wash your hands more often with soap and water for at least 20 seconds or use the hand sanitiser provided. Do this after you blow your nose, sneeze or cough, and before you **eat or handle food**
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin
- Clean and disinfect frequently touched objects and surfaces, particularly phones and computers
- Where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible
- Do not share any equipment, such as pens, staplers, calculators etc. Do not use other peoples' computers or phones
- At the end of the day, sanitise any equipment you have used and place into the drawers of your desk. Only computers and phones should be left on top of the desk
- All internal doors to be kept open, to avoid touching door handles
- As much as possible, teams of workers are to be kept together (cohorting), and teams kept as small as possible
- Depending on numbers, it may be necessary to split staff into teams with alternate days/weeks working from home.
- If we do need to split into teams, we need to fix these splits (cohorting), so that where contact is unavoidable, this only happens between the same individuals
- Only collect office supplies such as paper and ink cartridges for your own office, wear gloves whilst handling them and wash or sanitise your hands afterwards

Post and other Deliveries

- As there will not be anybody manning reception, a designated area has been identified for delivery drivers to leave parcels or other deliveries.
- Craig will collect these and store in a designated area and advise the relevant person of the delivery
- No personal, non-business deliveries to be arranged to come to the office
- Gloves to be used when handling post and parcels, followed by handwashing with soap and water for 20 seconds or sanitiser

Kitchens

- As kitchens will be closed, you will need to bring your own kettle or flask and cups/mugs/plates etc. Any kettles will have to be PAT tested by Craig, before they can be used.
- Bottled water will be provided for those staff who do not want to bring their own supplies
- Staff should bring their own food. Do not use the communal fridges
- The shared microwave ovens should not be used
- All crockery must be washed by the individual at home
- Wash hands regularly using soap and water for 20 seconds, before and after eating.
- Outside areas may be used for breaks, but social distancing must still be observed

Toilets and Showers

- Paper towels to be used as an alternative to hand dryers
- Sanitise taps etc after use, wipes to be placed in bin and not flushed down the toilet
- Only one person to enter toilets at a time, to maintain social distancing
- The shower should not be used

Accidents

- In the event of an emergency, such as an accident or fire, people do not have to stay 2 metres apart, if it would be unsafe
- People involved in the provision of assistance to others, must take hygiene measures afterwards, including washing hands
- There will not be any fire practices during office hours. If the fire alarm sounds, please evacuate the building
- Craig and Mikey will be the fire wardens
- Craig will be the designated first aid person on site. Please refer to notices on each floor, showing others

Visitors

- No visitors are allowed on site, except for delivery drivers

Cleaning

1. Before reopening the office

- Windows and doors should be opened to provide ventilation before staff return to an office
- All taps that have not been used must be run, (even in kitchens which are not to be used), to clear any possible stagnant water in the pipes

2. Keeping the office clean

- A “clean desk policy” is required, where everything except for phones and pc’s is removed, to enable thorough cleaning
- Phones and computers are to be cleaned by yourself regularly during and at the end of the day using sanitiser
- Signs and posters to build awareness of good handwashing techniques are displayed, plus digital displays on computers
- Additional hand sanitiser dispensers will be provided in multiple locations
- A thorough cleaning of desks using sanitiser is required every day
- All areas that staff are likely to touch, such light switches, door handles, stair bannisters etc to be cleaned with sanitiser at the end of each day
- All waste to be removed at the end of the day

3. Cleaning and disinfection if an infected person has been in the office

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

Face Coverings

- Face coverings will be provided, but are not compulsory, as per UK guidelines
- If you do decide to wear one;
- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting one on or removing it and after removing

- Only touch the straps and not the actual mask when putting on or taking off
- Avoid touching your face or face covering, as you could contaminate it
- Change your face covering if it becomes damp or you have touched it
- Wash your hands regularly
- At the end of the day, dispose of it in your usual waste
- Practice social distancing at all times

Communications

- Staff will be advised of any changes in policy
- If you are unclear of any part of this policy, speak to your senior manager
- If you have any concerns or feel that any risks have not been addressed, please contact Andy Charlton
- If you need to come to the office to collect paper, ink etc, please ring Craig beforehand and he will collate these for you. When you arrive, ring Craig and he will bring them out to your car

I confirm that I have read and agree to follow these procedures to protect the health and safety of all workers at Enterprise House. Thanks for your co-operation.

Name (in capitals)

Signature

Date

