

## **Covid-19 Secure Workplace Policy**

### **Policy brief & purpose**

This policy includes the measures Rix & Kay are actively taking to mitigate the spread of coronavirus in our offices and to ensure that your return to the workplace is safe. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these risk precautions.

The firm's approach is that if you can work from home then you should continue to do so.

In order to keep the number of staff attending the office at one time to a minimum, a colour coded cohort rota has been designed. If you have to attend the workplace then you may do so only on your allocated days as identified in the attached colour coded calendar.

This COVID-19 Secure Workplace policy is susceptible to changes with the introduction of additional governmental guidelines. If any changes are made, we will update you as soon as possible.

### **Scope**

This policy applies to all of our employees who physically work in our office and those who are currently working remotely. We recommend that all employees read through the risk assessment/action plan, to ensure we collectively and uniformly respond to the ongoing challenges.

### **Policy elements**

Here, we outline the required actions employees should take to protect themselves and their colleagues to ensure a safe and secure working environment.

**Return to the Office Questionnaire:**

- Prior to returning to the office the questionnaire must be completed and returned to the HR Manager.
- We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.
- If you have any concerns and would like to discuss these please contact the HR Manager.

**Sick leave arrangements:**

- If you have Covid 19 symptoms, such as a cough/sneezing; fever; loss of sense of smell or taste, or otherwise feel unwell, you must either request sick leave or work from home. You should ensure that you self isolate for 14 days from the first sign of symptoms and return to the office only if you are fully asymptomatic.
- If you have a positive COVID-19 diagnosis, you can return to the office *only after* you have self isolated for 14 days and are fully recovered, with a doctor's note confirming your recovery.

**Work from home:**

- You should continue to work from home if you are able to do so and should only attend the office to carry out tasks that you are unable to do from home.
- If you are experiencing any Covid 19 symptoms, but you are able to work, you should work from home.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you should work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you need to provide care to a family member infected by COVID-19, or have children who have not been able to return to school please discuss this with the HR Manager.
- You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're recovered or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

**Travelling/commuting measures:**

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. clients)
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution. Alternatively your working hours can be amended to avoid busy commuter times.

**General hygiene rules:**

- Wash your hands regularly and on all occasions after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you are in the office and find yourself coughing/sneezing on a regular basis or suffering any possible Covid-19 symptoms you should avoid close physical contact with your coworkers and go home immediately and thereafter follow the instructions for self isolating- such as working from home or requesting sick leave.

**Risk Assessment Covid-19 Secure Workplace**

Potential Hazards	Those at Risk	Controls Needed	Additional Controls	Who	When	Done
Spread of Covid-19	Staff	<p><b>Hand Washing</b> Hand washing facilities with soap and water available</p> <p>Stringent hand washing taking place</p> <p>Refer to handwashing guidance <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Drying hands with disposable paper towels</p>	Remind staff to wash their hands for 20 seconds with soap and water and the importance of proper drying with disposable paper towels.	<b>All Staff</b>	<b>1/6/20</b>	✓
			Remind staff to catch coughs and sneezes in tissues and to avoid touching the face, eyes, nose or mouth with unclean hands.	<b>All Line managers</b>	<b>1/6/20</b>	✓
			Remind staff of the public health advice to help reduce the spread. Decommission hand driers			
			Distribute posters throughout the offices	<b>NS</b>	<b>1/6/20</b>	✓
			Line managers to check that necessary procedures are being followed	<b>Line Managers</b>	<b>1/6/20</b>	✓
		Gel sanitisers in external and internal areas, specifically where there is access to buildings and where washing facilities are not available including outside kitchen areas		<b>NS/Admin Teams</b>	<b>1/6/20</b>	✓
		<b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception areas – using appropriate cleaning products and methods.	Provide employees with spray for workstations.	<b>NS</b>	<b>1/6/20</b>	
			Re-establish cleaning regime with external cleaners.	<b>NS</b>	<b>1/6/20</b>	✓

		<p><b>Social Distancing</b> Reducing the number of people in any area to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p>Taking steps to review work schedules including start/finish times, shift patterns, working from home etc to reduce the number of staff on site at any one time.</p> <p>Change processes to ensure social distancing is in place.</p>	<p>Staff to be reminded on a daily basis of the important of social distancing both in the work place and outside of it.</p> <p>All deliveries to be placed on ground and no direct hand to hand deliveries</p> <p>Management/line manager checks to ensure this is adhered to</p> <p>Map out workstations to ensure 2m distancing and orientation ie side to side or back to back. Communicate to all staff of 2 metre distancing and maximum 15 minute 'contact'</p> <p>Appropriate signage will be displayed across all offices including stairwells, corridors and shared facilities.</p> <p>All staff to remain working remotely wherever possible. Adopt a colour coded cohort system that allows for dedicated work stations for each individual and a maximum number of staff in each office/building. Hot desking will not be permitted</p> <ul style="list-style-type: none"> <li>• Stairways, corridors and thoroughfares to be used by only 1 person at a time.</li> <li>• Lifts to only be used by staff who have a disability – 1 person at a time - or for the purposes of moving goods/supplies.</li> <li>• Staff will not be permitted to travel between offices and should minimise movement between buildings in one office and between floors within a building.</li> </ul>	<p><b>Posters and Line Managers/NetRix</b></p> <p><b>All staff</b></p> <p><b>Line Managers</b></p> <p><b>NS</b></p> <p><b>NS/SG</b></p> <p><b>All staff</b></p> <p><b>All staff</b></p> <p><b>All staff</b></p>	<p><b>1/6/20</b></p> <p><b>1/6/20</b></p> <p><b>1/6/20</b></p> <p><b>1/6/20</b></p> <p><b>1/6/20</b></p> <p><b>1/6/20</b></p> <p><b>1/6/20</b></p> <p><b>1/6/20</b></p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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			<ul style="list-style-type: none"> <li>All supplies eg stationary must be ordered once a day for collection at a central point the following day</li> </ul>	<b>All staff</b>	<b>1/6/20</b>	✓
		Conference calls/video conferencing/Teams to be used instead of face to face meetings where possible.	Minimal use of face to face meetings both internally and externally with only conference/board rooms to be utilized.	<b>All staff</b>	<b>1/6/20</b>	✓
			Each 'meeting room' will be attributed a maximum number of attendees. Staff holding meetings must clean area with cleaning products before and after the meeting. Support staff must not be required to do this on behalf of the fee earner. All other smaller meeting rooms not to be used for meeting purposes. Designated meeting rooms are :-	<b>All staff</b>	<b>1/6/20</b>	✓
			Hove – Conference & Board rooms only UF – Boardroom and BC Seminar room only S'Oaks – Board Room only			
		Social distancing to be adhered to in common areas such as toilets and kitchens.	Posters to be placed outside meeting rooms giving directions for usage.	<b>NS</b>	<b>1/6/20</b>	✓
			Kitchens to be temporarily closed and employees requested to provide own food and drink. All coffee machines and water coolers to be decommissioned.	<b>Posters – NS</b>	<b>1/6/20</b>	✓
		Provide a screen to all reception desks to protect staff and client/visitor.	Receptionists will continue to work from home to avoid any client contact. Screen will be in place in advance of reopening	<b>NS</b>	<b>1/6/20</b>	✓



		<p><b>Reducing cross contamination</b></p> <p><b>Commuting</b></p> <p><b>Serviced/Shared Offices</b></p> <p>Ensure procedures are in place and risk assessments have been carried out.</p>	<p>Air conditioning to be turned off, staff advised to open windows to provide ventilation. Fans should not be used.</p> <p>All internal doors that are not fire doors to be secured in an open position. Individual office covers may remain closed.</p> <p>Where possible use digital transfers of material rather than paper format eg emails, Share file, Teams etc</p> <p>Sanitizers to be placed by printers and other shared equipment and employees advised to use before/after use.</p> <p>Determine though RTW questionnaire those who use public transport and establish, by mutual agreement, how to minimize/eradicate.</p> <p>Staff using car parking facilities should ensure that social distancing is adhered when entering and leaving car park spaces</p> <p>Staff using public transport should continue to work remotely in the first instance. If commuting is necessary then staff members should change working hours to minimize risk</p> <p>Provide relevant staff with appropriate risk assessments/communications for these areas</p>	<p><b>All staff</b></p> <p><b>All staff</b></p> <p><b>All staff</b></p> <p><b>NS/Admin teams</b></p> <p><b>JR</b></p> <p><b>All staff</b></p> <p><b>All staff</b></p> <p><b>NS</b></p>	<p><b>1/6/20</b></p> <p><b>1/6/20</b></p> <p><b>1/6/20</b></p> <p><b>1/6/20</b></p> <p><b>27/5/20</b></p> <p><b>1/6/20</b></p> <p><b>1/6/20</b></p> <p><b>1/6/20</b></p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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	Clients	<p><b>Hand Washing</b> Hand washing facilities with soap and water available</p>	Distribute posters throughout the reception areas and toilets	<b>NS/Admin Teams</b>	<b>1/6/20</b>	✓
		<p><b>Drying hands with disposable paper towels</b></p>				
		<p><b>Gel sanitisers in external and internal areas where client interaction</b></p>		<b>NS</b>	<b>1/6/20</b>	✓
		<p><b>Social Distancing</b> Reducing the number of clients in any area to comply with the 2-metre distancing</p>	Ideally technology should facilitate meetings wherever appropriate and face to face meetings should be kept to a minimum. Clients will be seen on an appointment only basis and meetings will be held in conference/board room only with a specified maximum capacity.	<b>All staff</b>	<b>Ongoing</b>	✓
			In available meeting rooms, seating will be marked out and a direction of use notice will be provided for each room	<b>NS</b>	<b>1/6/20</b>	✓
		<p><b>Reducing Cross contamination</b></p>	Reception areas will have screens fitted prior to any 're-opening'	<b>NS/Admin Teams</b>	<b>1/6/20</b>	✓
			Clients will be asked to drop off documentation in designated office post box.	All staff	<b>Ongoing</b>	✓
			Hot and cold drink facilities will be decommissioned in all waiting areas.	NS/Admin Teams	<b>1/6/20</b>	✓
			Clients should be advised in advance that if they require refreshments whilst in a meeting that they will need to provide their own	All staff	<b>Ongoing</b>	✓
			All staff to confirm with clients via email 24/48 hours in advance of the meeting that they have read Rix & Kay's safe and secure workplace	All staff	<b>Ongoing</b>	

			<p>information; are not symptomatic; and have not been exposed to any high risk circumstances. All staff must meet/greet clients when they arrive in the office. Friends/family members will not be permitted to attend a client meeting.</p> <p>Reception waiting areas will be decommissioned.</p> <p>Clients to use own pen when signing documents or be provided with a single use pen that is then taken away by the client</p> <p>Website to be updated with required client protocols/advise</p> <p>Notice to be placed on main office doors advising clients of protocol</p> <p>Client email template to advise clients attending site of protocols and confirm they are symptom free</p> <p>Certification of client ID will only be permitted if there is no alternative e.g. remote ID. If a face to face meeting is absolutely necessary all appropriate protocols must be followed.</p>	<p>NS/Admin Teams</p> <p>NS to arrange supply in each meeting room</p> <p>SG</p> <p>SG</p> <p>SG</p> <p>All staff</p>	<p>1/6/20</p> <p><b>Ongoing for clients. 1/6 for pen supply</b></p> <p>1/6/20</p> <p>1/6/20</p> <p>1/6/20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
	3 <sup>rd</sup> Party Suppliers – delivery personnel, post deliveries, contractors	<b>Social Distancing</b>	<p>All deliveries to be made to a central location in each office where possible, utilising safe social distancing. Deliveries of personal items will not be permitted.</p> <p>All external doors will be locked/require a keypad access to prevent unauthorized access/maintain social distancing.</p>	<p><b>Admin team only</b> <b>All staff</b></p> <p><b>All staff</b></p>	<p><b>Ongoing</b></p> <p><b>Ongoing</b></p> <p><b>Ongoing</b></p>	<p>✓</p> <p>✓</p> <p>✓</p>

			<p>Any delivery/service should, if at all possible, not be signed for.</p> <p>Any 3<sup>rd</sup> party requiring access to the offices will be dealt with by the admin team only if it is not possible to allocate a time/date to ensure minimal contact with staff and they will be advised on social distancing requirements.</p>	<p><b>NS/All staff</b></p> <p><b>NS/Admin Teams</b></p>	<p><b>Ongoing</b></p> <p><b>Ongoing</b></p>	<p>✓</p> <p>✓</p>
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