











Notes to colleagues working during partial re-opening from 20th April 2020

	<p>Your start and finish times, along with lunch and break times, will have changed, therefore please make sure you know what these are. If in doubt please ask.</p>
	<p>Travelling to/from work – please avoid public transport where possible. Walk, cycle or drive to work. If driving do not share the car with anybody you do not live with, even if they are a relative. If you have no option other than use public transport please use a form of contactless payment and sit 2m away from the driver and any other passengers. Avoid touching handrails, buttons, etc and wash/sanitise hands before entering our building. Remember buses are running Sunday service in most areas so best check bus times.</p>
	<p>To reduce chance of contamination the staff canteen will be closed. Also you will not have access to kettle, toaster, fridge, microwave during the working day. Please therefore bring your own food and drink, also cups, plates, cutlery, etc and take them home with you to wash. The water machines will still be available, however but bring your own water bottle. Eat at your own desks, in your car or outside.</p>
	<p>The air conditioning will be switch off during this time to avoid circulating germs, so please bring layers that you can put on or take off if required. We do have a few mini plug-in heaters and fans if needed, and also we can open doors or windows.</p>
	<p>All the usual PPE must be worn as normal in the designated areas. If you took these items home with you, please remember to bring them in. If you need items, see your supervisor in the normal way.</p>
	<p>Keep 2metres (6ft) away from others AT ALL TIMES! Do not enter an area or a small room with another person already there. Wait until they leave, keeping at a safe distance. This is especially true at the clocking in machine. Use the Box Junction rule - Do not enter unless your exit is clear!</p>
	<p>Various staircases and walkways around the building will be one way, so please follow the signs unless in the event of an emergency i.e. the fire alarm sounds.</p>
	<p>Wash hands regularly, at the start of your shift, before and after breaks, and before you leave. Wipe down all surfaces in your work area with sanitiser wipes at least twice during the day. Including door handles, push plates/surfaces, keypads, clocking machine, staircase handrails, sink taps, toilet seats, toilet flushes, water machine taps, printer/copier, keyboards, mouse, desk, telephones, light switches, plug sockets, hand tools.</p>
	<p>As the cleaners are not in you will need to be responsible for emptying your own rubbish bins. Please ensure all rubbish is either put in the skip or taken home at the end of the working day.</p>
	<p>If you, or a member of your household, are showing Coronavirus symptoms YOU SHOULD NOT BE AT WORK! As was the case before the lockdown, you should self-isolate for 14days until the symptoms have cleared up. If you are concerned you should call NHS on 111.</p>

STAY SAFE