

		<ul style="list-style-type: none"> Catching coughs and sneezes <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Signs to be placed in all departments and common areas to remind staff and visitors to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth.</p> <p>Tissues to be made available throughout the workplace – one box per individual and boxes in board room, training room and interview rooms.</p> <p>To help reduce the spread of coronavirus (COVID-19) remind everyone of the public health advice with e-mails and posters. Issue return to work procedures to all staff.</p> <p>Internal and external door handles, cupboard handles, push plates, toilet cistern push buttons and stair rail to be chemically coated with an antibacterial surface lacquer to be professionally applied before the return to the office.</p> <p>Other areas will be cleaned with anti-bacterial wipes and sprays by the cleaners every evening. Weekly checks to be carried out with cleaning company manager to review on-going cleaning</p> <p>Staff will have access to gloves and wipes and will wipe down common surfaces 4 times a day (wearing gloves provided). Checks will be carried out to ensure that the necessary procedures are being followed.</p>	<p>LBM</p> <p>SCE</p> <p>LBM</p> <p>SCE</p> <p>SCE</p> <p>Admin Staff</p> <p>SCE</p>	<p>10.07.2020</p> <p>10.07.2020</p> <p>24.07.2020</p> <p>16.06.2020</p> <p>Ongoing</p> <p>Upon return & ongoing</p> <p>Upon return and ongoing</p>	<p>19.05.2020</p>
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		<p><u>Social Distancing</u> Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) 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 number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Social distancing also to be adhered to in kitchen area and smoking area.</p>	<p>All staff must anti bac their desk, phone, mouse, keyboard etc at the start and end of each day.</p> <p>Staff to be reminded of the importance of social distancing both within the workplace and outside, by signs displayed throughout the building. Staff will be instructed to report anyone not adhering to the 1 metre plus rule. Checks will be made by Managers</p> <p>Vulnerable staff (including pregnant staff) and staff travelling on public transport to be able to work remotely from home. If absolutely necessary to come in by public transport, staff must vary work hours to avoid busy times and wear a mask, gloves and use anti-bac gel once exited from the train/bus and wash hands immediately on entering the building.</p> <p>A two weekly 50/50% work force rota to be operated so no more that 50% of the workforce are in the office at any one time.</p> <p>Unless appropriate screening is in place, no one to sit at a desk next to or opposite another staff member, must have at least one empty desk between them and sit diagonally opposite, unless appropriate screening is in place. Desk plan to be issued.</p> <p>Only one person to be allowed in the kitchen at any one time. Lunch tables not to be used, notice to be displayed on tables. Only one person in the smoking area at any one time.</p>	<p>All staff</p> <p>LBM/SCE Managers</p> <p>LBM/SCE/Managers</p> <p>LBM</p> <p>SCE/LBM</p> <p>LBM</p> <p>LBM/SCE</p>	<p>Upon return & ongoing</p> <p>Upon return & ongoing</p> <p>10.07.2020 Upon return & ongoing</p> <p>Upon return & ongoing</p> <p>10.07.2020 Upon return & ongoing</p> <p>10.07.2020 Upon return & ongoing</p> <p>Upon return & ongoing 10.07.2020</p>	
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			Staff to be informed in the return to work rules to remain in their own offices, using the phone to communicate to others.	LBM	Upon return & ongoing	
			Perspex screening to be placed in reception.	SCE	10.07.2020	24.05.2020
		Conference calls to be used instead of face to face meetings	Staff to be informed in the return to work rules that no social conversations to take place in reception, lobby or corridors.	LBM	Upon return & ongoing	
			Wherever possible meetings should take place via conference calls, Microsoft Teams, Zoom or WebEx. If essential to meet, only the training room and boardroom to be used in order to socially distance.	All	Upon return & ongoing	
			Visitors will have their temperature automatically taken in the lobby and if this indicates a high temperature they must leave the building.	Reception	Upon return & ongoing	
			No lanyards to be issued and the receptionist to enter details into the visitors' book.	Reception	Upon return & ongoing	
			No refreshments to be offered to visitors.	Reception	10.07.2020	
			All magazines and leaflets to be removed from the seating area.	SCE	10.07.2020	24.05.2020
			No more than two visitor to be in the reception seating area at the same time. Other visitors will be asked to wait outside until the meeting room is available.		Upon return & ongoing	

		<p><u>Wearing of Gloves and Masks</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p>	<p>Arrange a new time for cleaners to arrive to ensure no staff members or other visitors are in the building when the cleaners are present.</p>	SCE	24.07.2020	
		<p>Additional steps to be taken to limit risk of Covid-19</p>	<p>Whilst not compulsory, disposable masks to be available for staff and visitors if they wish to use them. Apart from staff cleaning the surfaces 4 times daily, it is not felt that gloves are essential, but gloves to be available for any staff and visitors wishing to wear them.</p>	Reception	Upon return & ongoing	
			<p>Posters to be distributed and displayed on how to remove gloves carefully to in order to reduce contamination and to dispose of safely.</p>	LBM	10.07.2020	
			<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	LBM	24.07.2020	
			<p>Staff to be advised to self-isolate and work remotely for 14 days if they return from abroad.</p>	LBM	24.07.2020	
			<p>External keypad to be removed and replaced with a fob system.</p>	SCE	10.07.2020	
			<p>Front doors to be kept locked at all times.</p>	SCE	10.07.2020	
			<p>Front doors to be automated to eliminate need for touching doors.</p>	SCE	24.07.2020	
			<p>Ensure new automated system allows for receptionist to open and shut the doors from her desk.</p>	SCE	10.07.2020	
			<p>Install new external visitor access system that links through to reception.</p>	SCE	10.07.2020	23.06.2020

			Automated non-touch exit button to be installed.	SCE	10.07.2020	23.06.2020
			Non-touch antibacterial gel dispensers and soap dispensers to be fitted.	SCE	10.07.2020	21.05.2020
			Temperature detection systems to be fitted in the lobby to be used by all staff and visitors.	SCE	10.07.2020	05.06.2020
			Signage to be displayed advising all staff and visitors arriving at the building to immediately use the temperature reader and anti-bacterial gel or wash their hands, before proceeding to reception or their department.	LBM	10.07.2020	
			Signage to be displayed asking anyone with a high temperature to leave the building.	LBM	10.07.2020	
			Foot pedal waste bin to be placed in reception by the chairs for visitors' water cups to be placed in.	SCE	10.07.2020	
		Deliveries and limiting external footfall into the building	Staff to be asked to bring in their own water bottle each day.	LBM	24.07.2020	
			Purchase mugs with staff members name on.	LBM		22.05.2020
			Purchase disposal cups for immediate return to work.	LBM	24.07.2020	05.06.2020
			Locate small fridges, microwaves and kettles in Insolvency 1 and 2 to avoid using kitchen upstairs.	SCE	24.07.2020	
			Locked box to be purchased and placed externally on the doorstep for deliveries to be placed in.	SCE	Upon return & ongoing	26.05.2020
			Royal Mail to be advised to place daily post in locked box.	SCE	Upon return & ongoing	

		<p>Stationery and other large deliveries to be left on doorstep or delivered through side gate. Smaller deliveries to be placed in locked box</p> <p>Aquaid Water to be advised to deliver and collect all water bottles via side gate.</p> <p>Gloves must be worn by staff handling any deliveries.</p> <p>Contact shredding company to advise that shredding bags will be placed in lobby upon arrival of the driver. Driver not to go to each department to collect.</p> <p>Clients to visit office by appointment only.</p> <p>If a person is taken ill and requires an ambulance or collection, they must be placed in Interview Room 2. (Isolation Room). This room must not be used for any other purpose.</p> <p>Staff to be advised by the issuing of the return to work procedures not to come into work if they or anyone they are living with have had contact with or are showing any signs/symptoms of Covid-19. Where they are well but have been in contact with someone, staff members should self -isolate and work remotely from home for 14 days.</p>	<p>Reception</p> <p>SCE</p> <p>LBM</p> <p>SCE</p> <p>All</p> <p>All</p> <p>LBM</p>	<p>Upon return & ongoing</p> <p>Upon return & ongoing</p> <p>Upon return & ongoing</p> <p>Upon return & ongoing</p> <p>Upon return & ongoing</p> <p>Upon return & ongoing</p> <p>24.07.2020</p>	
	<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough, a high temperature, aching limbs etc.in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members when off sick.</p>				

		<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>https://www.publichealth.hscni.net/</p> <p>Drivers and Cabs Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>Advise staff, unless coming to work from the same household, colleagues should not share vehicles.</p> <p>Advise staff that cabs should be avoided wherever possible but if essential, to only use black cabs or other taxis with a perspex shield between the driver and the back of the car and not to share a cab. Cabs to be paid for on a card, no cash to be used. Mask and gloves should be worn in the cab. Once out of the cab antibacterial gel to be used immediately.</p> <p>A combination of Partners, HR Manager, Office Manager and Line Managers will offer support to staff who are affected by Coronavirus.</p> <p>Internal communication will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Remind staff of the Care First EAP available to all staff and any persons living in the same house.</p> <p>Regular communications with staff (more regularly with staff working remotely) of mental health information and open-door policy for those who need additional support.</p>	<p>LBM/SCE</p> <p>LBM</p> <p>LBM</p> <p>Partners and Managers</p> <p>Partners/SCE/LBM</p> <p>LBM</p> <p>LBM</p>	<p>Upon return & ongoing</p> <p>24.07.2020 Upon return & ongoing</p> <p>24.07.2020 On return & ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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