

UK COVID-19 Secure Playbook

In line with current UK government guidance on operating in a COVID-19 Secure manner, and in order to mitigate the risk of infection of coronavirus in our workplace, we have implemented a number of key measures.



We have a limited number of employees on site at any one time maintaining social distance, and only attending the office under specific circumstances.



Hand sanitiser stations are positioned at all building entrances and in large volume around the office settings.



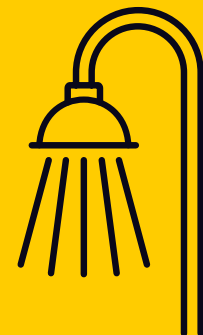
Thermal detectors are installed at the entrance of each building. These will check the temperature of anyone entering the building, and alert to a high temperature reading.



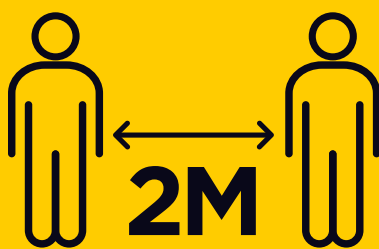
Face coverings are worn at all times that people are moving around the office.



Operating a one person at a time policy on all stairs, aided by the use of mirrors to see round corners in building 1450.



Shower rooms are closed to remove the use of higher risk touch points in these areas.



One way systems are in place around some offices, and we have re-configured desks and seating plans where necessary to allow for 2m distance between all.



COVID-19 Secure signage giving clear guidance on how to navigate working life in the office.



A mandatory clear desk policy is in operation, and provision to clean desks and tables before and after use.

KITCHENS

MEETING ROOMS

Kitchens and meetings rooms have restrictions in place to facilitate social distancing and extra hygiene measures.



Increased cleaning and disinfection in work areas and common areas.



Designated delivery and collection points in the car parks, for the safety of employees and visiting delivery drivers.