

Working in the office – what do I need to know?

Working in the offices...

Working in the offices has changed over the last few months and will continue to evolve as we all learn and improve our approaches. This briefing note summarises our risk assessments around office working and tells you:

- What YOU need to do to keep safe.
- What OTHER PEOPLE are doing to keep you safe.
- How to tell us when it isn't right.

What are other people doing?

We have spoken with all the landlords of our offices to ensure that they have put measures in place to help you stay safe at work. When you go into any of our managed offices you will see signs, one-way systems, sanitising stations and other changes. Please make sure you follow the directions. Always check, don't assume that one-way systems will be the same as they were yesterday or the last time you were in the office.

All our offices have enhanced cleaning routines in place, so we are making sure that frequently touched things like door handles are cleaned more often than before. Shared areas like reception desks, common corridors, restaurants etc are also being cleaned more frequently. We have agreed mechanisms to allow for 'deep cleans' if necessary.

Ventilation systems have been enhanced to ensure there is as much natural ventilation as possible.

The numbers of people in the buildings are being closely monitored to ensure there are not too many people in the building at the same time.

How can I tell you that something isn't right, or that I have an idea about how to do something better?

If you have any concerns or ideas about the measures in place to keep you safe then you can raise a near miss, via the helpdesk, you can speak to Del Cuttilan or Fred Trigg, or you can speak to your line manager.

I was in the office a few days ago and now I feel unwell, what should I do?

Don't worry! If you, or anyone in your house starts to feel unwell with symptoms which you suspect could be coronavirus please let your line manager & Del Cuttilan know as soon as possible. The sooner we can make sure the office area is properly cleaned the better it is for everyone.

I have coronavirus.

Please let your line manager and Del Cuttilan know as soon as possible if you have tested positive for coronavirus. Make sure you stay at home and make sure other people in your household do as well. If you need any help or support while quarantining, please ask your line manager to see if anything can be done to help you.

What do I need to do to keep safe?

Before you go into the office.

- Only go into the office if you need to.
- You must have director approval to work from somewhere other than your home. Email fm_enquiries@trl.co.uk to log your visit in advance.
- If you, (or any other person in your household) feels unwell then stay home.
- Think about your journey time, it might be better to travel into the office after morning 'rush' for example.
- Think about how you will get to the office. Can you use an active travel (walking cycling) solution rather than public transport or car?
- Think about food and drink for while you are in the office. You might prefer to bring your own food and drink with you rather than use shared equipment such as coffee machines and microwaves.
- Consider carrying a small bottle of sanitiser and a face covering with you.

When you arrive at the office.

- Use hand sanitiser stations at entrance points and wash your hands with soap/water as soon as possible.
- Follow any one-way systems and signage, be aware of any changes that might have occurred.
- Make your way straight to your desk and set up your workstation. If you wish to wipe down your desk before you use it there are wipes for this purpose around the offices.

When you leave the office.

- Make sure you have packed up all your personal belongings, including your laptop. Don't leave your laptop in the office in case you need it at home the next day!
- Make sure you have put any rubbish in the central bins e.g. kitchen bins. Do not leave rubbish at your desk.
- Make sure you have taken anything out of the fridge, remember to sanitise your hands before and after using it!

I don't feel well.

- If you feel unwell while you are in the office, then cover your face (if possible) and go straight home. If you are not able to get home safely then sit in a meeting room, close the door and phone reception to request first aid.

When you are in the office.

- If you want to use a face covering in the office then please do, you will need bring your own.
- Try not to use shared equipment. For example, don't print things unless you absolutely must.
- Don't 'borrow' equipment from other people's desks. If you need a pen, then take one from the stationery cupboard. If you need to use something that you intend to return e.g. a hole punch or a whiteboard pen, then sanitise your hands before and after use and wipe the item down before putting it back.
- Wash your hands frequently, try to avoid touching your face. There are posters around to remind you of how to wash your hands effectively.
- If you use a tissue or similar, then dispose of it immediately in a bin.
- Don't wander around without purpose and remember to keep 2m distance from others whenever possible. Give people space if they are using the kitchen, going in/out of toilet areas or using photocopiers.
- Keep to the left in corridors unless signs say otherwise.
- If doors in corridors are open, then leave them open. Don't hold doors open for others.
- If you need to pass within 2m of someone e.g. in a corridor then try to face away from each other and pass as quickly as practical
- Sanitise your hands before and after using any shared equipment e.g. photocopiers.
- Use the corner of your access pass instead of fingers to use touch screens contactless.
- Use moisturiser frequently to protect your skin from drying and cracking
- If you notice sanitiser or soap is running low, please notify FM via the helpdesk.

Where can I find out more information?

- [TRL Office Risk Assessments](#)
- [Gov.uk working safely](#)
- [Employee Assistance Programme](#)