

















COVID-19 OFFICE SAFETY RULES

MEARS

These rules have been written to comply with Public Health England, NHS, HSE and Government Guidelines

	Please ensure you sanitise your hands and use your own pen when signing in.		Wash your hands on entry and exiting the office and on a regular basis for 20 seconds with soap and water and dry properly using disposable towels.
	The 2 metre social distancing gap must be adhered to at all times. If this is not possible Face Coverings must be worn.		If you develop a high temperature or a new persistent cough whilst at work, report this to your line manager. Do not touch anything.
	The 2 metre social distancing gap must be adhered to whilst using smoking areas		Do not enter the 2m exclusion area when others are using printers. Ensure that you sterile wipe the user panel after use.
	No non-essential or unauthorised persons are to enter the office.		Do not enter an area when other people are inside exclusion zones.
	Only ____ people may use the toilets at any one time. Ensure all surfaces are sterile wiped before and after use i.e. taps, basin, toilet seat, handles etc.		Only ____ people may use the kitchen/rest areas at any one time. Maintain 2m distance between employees and ensure tables/surfaces are cleaned and disinfected after every use.
	To avoid congestion and having to wait, bring pre-prepared food and drinks to the office.		Do not share pens and other stationery. keep them stored safely.
	Desks/workstations and equipment to be cleaned before starting work, after returning from breaks and before leaving the office.		The 2 metre social distancing rule does not apply in a fire or in the event of an evacuation
	Ensure that door handles, handrails, touch points and areas where frequent contact is made, are cleaned regularly using disinfectant wipes.		All rubbish to be put straight in the bin and not left for someone else to clear up.



**REMEMBER TO KEEP A SAFE DISTANCE
WASH YOUR HANDS**



STAY ALERT - CONTROL THE VIRUS - SAVE LIVES

Points Of Contact	Name	Telephone Number
Branch Manager		
Office		