

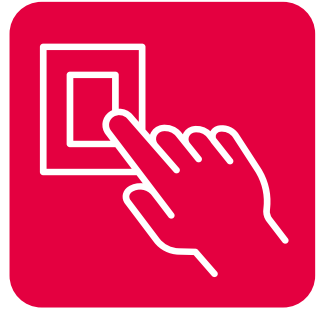


EAST AYRSHIRE LEISURE



# CORONAVIRUS WORKPLACE SAFETY

SAFE BUILDINGS • SAFE BEHAVIOURS • SAVE LIVES



This handbook has been prepared for all staff to support a safe, phased reopening of buildings based on advice from the Scottish Government and latest Health Protection Scotland guidance.

Safety is everybody's responsibility and you are expected to adhere to the new safe working practices to protect both yourself and others. Although there may be new and different ways of working, everyone should ensure they continue to demonstrate our **BEST** qualities and behaviours in all they do;

- **Being honest and demonstrating integrity at all times**
- **Engaging and inclusive with our people, partners and communities**
- **Striving for continuous improvement by being ambitious and aspirational**
- **Taking responsibility and being accountable**

Template Risk assessments have been completed for the work environment however Services are responsible for carrying out specific risk assessments for tasks/activities within their remit. Guidance and support is available at Health and Safety COVID-19. Employees must make sure they read and understand the risk assessment and control measures. If, at any time, you have any queries or concerns about the safety aspects of your work, discuss these with your immediate line manager.

Office buildings have been adapted to allow employees to access them safely. These changes are explained in detail within the handbook and must be followed at all times. Changes will continue in the workplace in accordance with the Scottish Route Map Phases to reduce the spread of COVID-19.

There are **5 key actions** to minimise the risks from Coronavirus in the workplace:

- 1 Maintain at least 2 metres\* physical distancing at all times both inside and outside of the building.**
- 2 Wash your hands regularly.**
- 3 Avoid touching your eyes, nose and mouth.**
- 4 Catch coughs and sneezes in a tissue and dispose of responsibly.**
- 5 Follow the rules set out in the building for maximum occupancy to ensure physical distancing is maintained.**

*\*the minimum distance will continue to be reviewed in line with Government guidance*

You should only come to work in a Trust building if you have been authorised to do so by your manager. You must not leave your home if you are required to self-isolate due to underlying health conditions, symptoms of coronavirus or have been in contact with someone who has tested positive and you have been contacted by Public Health as part of the Scottish Government's "Test and Protect" strategy.

## GENERAL GUIDANCE ACROSS THE BUILDING

The number of people using the building will be significantly reduced, and visitors to the building will be minimised as far as practical. Please follow all signage relating to occupancy and travel routes through the building. In order to ensure physical distancing is maintained, enclosed rooms such as toilets, kitchens and lifts will have signage in place showing the maximum number of people permitted to be in that space at any one time:



Premises managers will be responsible for updating these signs in line with changes in guidance, so it is important that you check them regularly.

Doors which must be kept closed for fire or security purposes must not be wedged open, as an attempt to reduce contact surfaces.

Frequently touched surfaces such as door handles, lift call buttons, keypads, need to be cleaned regularly. Increased cleaning regime will take place within the building but there will be requirements for building users to take responsibility for their own safety as well. Employees will be responsible for cleaning desks before and after use and for cleaning frequently touched items, such as kettles, after use.

When signing in or out, as per normal building procedures, use your own pen, and avoid sharing pens for this purpose. If a communal pen must be used, e.g. whiteboards for lone working purposes, then wash your hands after use.

Hand sanitising stations have been set up throughout the building, which can be used in addition to existing hand washing facilities.



## MOVING THROUGH THE BUILDING

Where secure entry doors have both chip scanners and keypads, the scanners must be used to minimise the need to touch additional surfaces.



Handles and keypads will be cleaned regularly.

The maximum occupancy of the reception area will be displayed on signage, and must not be exceeded.

The reception will be laid out to allow distancing to be maintained.

Your travel route through the building should be direct where possible, taking into account any restrictions or one way systems. Signage indicating any travel routes or restrictions must be followed. Some doors have been designated as entrance or exit doors, to minimise the need to pass others and help with safe movement through the building.

When walking along a corridor or other narrow area, wait at the end or in a doorway where possible, to allow others to pass at a greater distance, and avoid facing each other when passing.

Stairwells within the building which do not have a one way system will have traffic priorities implemented, i.e. give way to those coming down. Signage in the stairwells must be followed and distancing maintained when using the stairs.

Lifts (where present) will be limited to one occupant, unless the person using the lift needs direct assistance from someone accompanying them. Lift buttons will be cleaned regularly and you should clean your hands before/after using and avoid touching any other surfaces inside the lift.

## TOILETS



The toilets will have signage in place to indicate the maximum occupancy, which must be adhered to. If the toilets are busy you should wait and come back - avoid queueing if

possible. Some urinals in the male toilets will be taken out of use and cubicles should be used where possible. Additionally, accessible toilets can be used by all, although priority should be given to individuals who need to use the accessible facilities

Toilets will be cleaned to a high standard, and you should make sure you use the facilities appropriately and only touch areas that you need to. It is essential that you wash your hands, and where taps are not lever operated, use a paper towel to switch the tap off to minimise the risk of contaminating clean hands.

## DESK



In order to maintain physical distancing some furniture has been removed and some marked as out of use, to allow 2m between occupied workstations.

Desk markers must not be moved unless authorised by a line manager where there is an operational need for employees to use specific workstations.

The office will have areas allocated to different teams, and the touchdown areas and workstations will be allocated to team members on a rota, depending on the needs of the team. You should only use your allocated area and will be required to clean the desk and equipment, e.g. mouse, phone etc. at the start/end of each period of use. As per current cleaning arrangements, used wipes, paper towels etc. should be disposed of with general waste.

Avoid sharing small items, such as pens, staplers etc. and do not share personal items such as mobile phones. **All staff must adhere to the clear desk policy.** Desks must be cleared at the end of each day/shift and personal belongings should not be left on desks as this increases the number of surfaces that need to be cleaned.

## **COLLABORATING**



Where you need to collaborate with others, avoid going over to their desk where possible, e.g. phone, email or talk from 2m away.

If you do need to work closely with someone at their desk, keep as much distance as possible, avoid sharing equipment, face the same direction i.e. both looking at the screen and limit contact time as far as possible.

## **SHARED ITEMS**

Where there is a need to share items, such as paperwork, a drop off zone has been set up to reduce the need to approach another person's workstation. You should drop items off and let the recipient know they are available to collect.

Don't leave food items, such as biscuits, out for sharing, unless individually wrapped.

## **PRINTERS / PHOTOCOPIERS**

Only print/copy things where it is essential.



When using the printer, clean your hands before touching the keypad and after logging off. Avoid queueing, where possible, and remember to keep 2m distance from others if this

cannot be avoided. Try to use the printer/copier closest to your team's work area and sanitise hands before/after use.

Building users should make sure the high touch areas of the printer are cleaned at the start and end of each day, as a minimum.

## **KITCHEN**

Enclosed kitchens will have signage in place indicating the maximum occupancy, which must not be exceeded. When using the kitchen, maintain 2m distancing at all times, and if the kitchen is busy wait and come back at another time.

You should aim to bring in pre-made food, where possible, to minimise time spent in the kitchen, and eat outdoors, at your desk or stagger breaks to reduce contact with others. Bring in your own cutlery, crockery, mugs, etc. (do not share) and make sure you wash them after use and don't leave them to dry on the draining board.

When using shared appliances in the kitchen, such as kettles and toasters, wash your hands before and after use. The handles, switches, etc. of these appliances must be cleaned regularly. Additional domestic cooking appliances, should not be brought in to offices - these should only be used in kitchen areas.



## WATER COOLERS

Water coolers are still in use within the building, however the disposable cups have been removed from use. You should use your own reusable bottle or cup and make sure you keep any parts of the bottle which have been near your mouth away from the spout on the cooler.

Cleaning materials will be available near water coolers and you should clean frequently touched areas after use.

## MEETING ROOMS



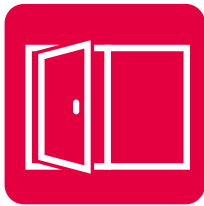
Meetings should be held virtually wherever possible. If you need to arrange or attend a face to face meeting, the meeting room must be laid out in a way which maintains 2m physical

distancing between participants, and the maximum occupancy (displayed on the door) must not be exceeded. Do not bring additional chairs into a meeting room.

Meeting participants should be encouraged to bring their own papers, either electronic or printed, and avoid sharing materials or equipment with other attendees.

High touch areas of meeting rooms should be cleaned down by meeting participant(s) before and after use and used wipes, paper towels etc. disposed of in general waste.

## VENTILATION

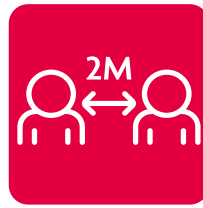


Where practical and comfortable to do so, windows should be opened to increase fresh air ventilation.

Desk fans should not be used in the building, as they recirculate air rather

than increasing fresh air supply.

## EVACUATION



If there is a need to evacuate the building, you should follow the evacuation procedures for the building and go to the assembly point, where 2m physical distancing should be

followed. Distancing guidelines should also be followed during the evacuation, where possible, however the nature of the evacuation may mean that the emergency situation supersedes the distancing requirements during the evacuation, e.g. a serious fire. Ensuring that people leave the building quickly and safely should be the primary consideration.

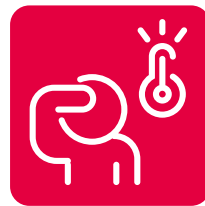
## VISITORS

Visitors to the building should be kept to a minimum, e.g. only deliveries and urgent face to face appointments.

Deliveries should be left in a designated area, and kept non- contact where possible. Staff members should be designated to put mail items away in the appropriate place(s).

Visiting members of the public will be by appointment only, with signage in place at reception. Interview/meeting rooms either have screens in place to separate individuals or have been arranged to maintain physical distancing.

## SYMPTOMS AT WORK



If you develop symptoms at work, report to your line manager and go home immediately. Line managers will then initiate the emergency deep clean protocol.

Line managers can arrange for testing via HR. You must isolate for 10 days, unless you test negative, and members of your household must self-isolate for 14 days

**You should avoid using public transport and not go to your GP or hospital unless directed to by NHS staff after calling 111.**

If you cannot immediately go home, you should isolate in an empty room and open a window if possible to ventilate the room. Whilst in the room you should not touch surfaces and should maintain good respiratory hygiene catching all coughs and sneezes in a tissue or in the crook of your elbow. First aiders will still be available and separate guidance has been prepared, and each first aider will be issued with a Personal Protective Equipment (PPE) kit.

## REMEMBER

- **Keep 2m distance from others in the building**
- **Wash your hands regularly, especially before and/or after:**
  - Eating and preparing food
  - Coughing or sneezing
  - Using the toilet
  - Smoking or vaping
  - Wearing gloves
  - Using public transport
  - Arriving or leaving the building
  - Touching high touch surfaces
- **Avoid touching your eyes, nose and mouth**
- **Cover any coughs or sneezes**
- **Clean your desk and personal items regularly**
- **Follow maximum occupancy for enclosed rooms**
- **Stagger breaks**

- **Use your own cutlery, plates and cups**
- **Don't come to work if you develop coronavirus symptoms or have been told to isolate**
- **Go home if you develop symptoms at work**
- **If you are stressed or worried about coronavirus or any arrangements in the building, speak to your line manager and use the resources within Healthy Working Lives**

**PHYSICAL DISTANCING**

We can all help reduce the spread of COVID-19. The best way to PROTECT yourself and others is to:



<p>STAY 2 METRES apart from other people at all times</p> 	<p>AVOID DIRECT CONTACT with people who have a respiratory illness</p> 
<p>KEEP WINDOWS OPEN to ventilate rooms wherever possible</p> 	<p>DON'T SHARE PERSONAL ITEMS like mobile phones</p> 
<p>Reduce the number of people in communal areas to MAINTAIN PHYSICAL DISTANCING e.g. tea breaks</p> 	<p>REPOSITION FIXTURES, FITTINGS AND SEATING where possible to maintain physical distancing</p> 

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BUILDINGS  
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BEHAVIOURS  
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