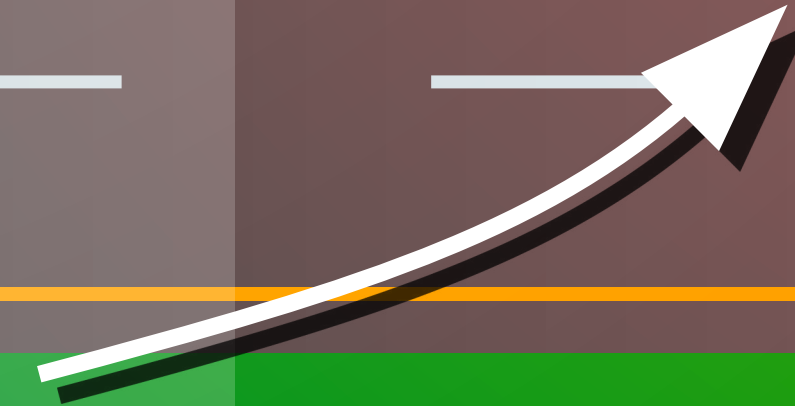
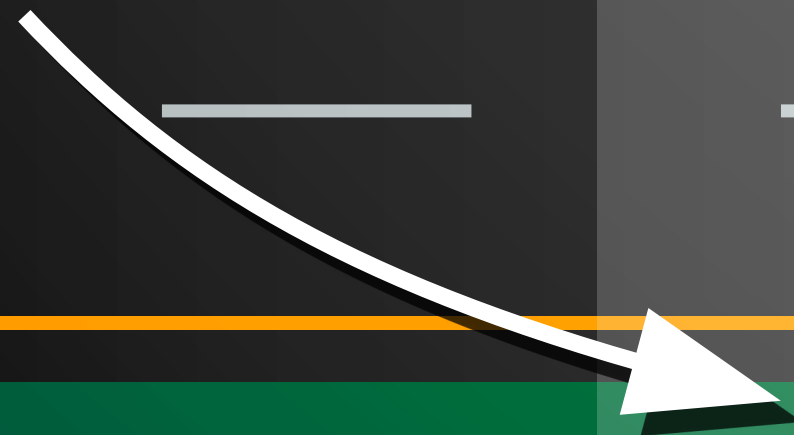
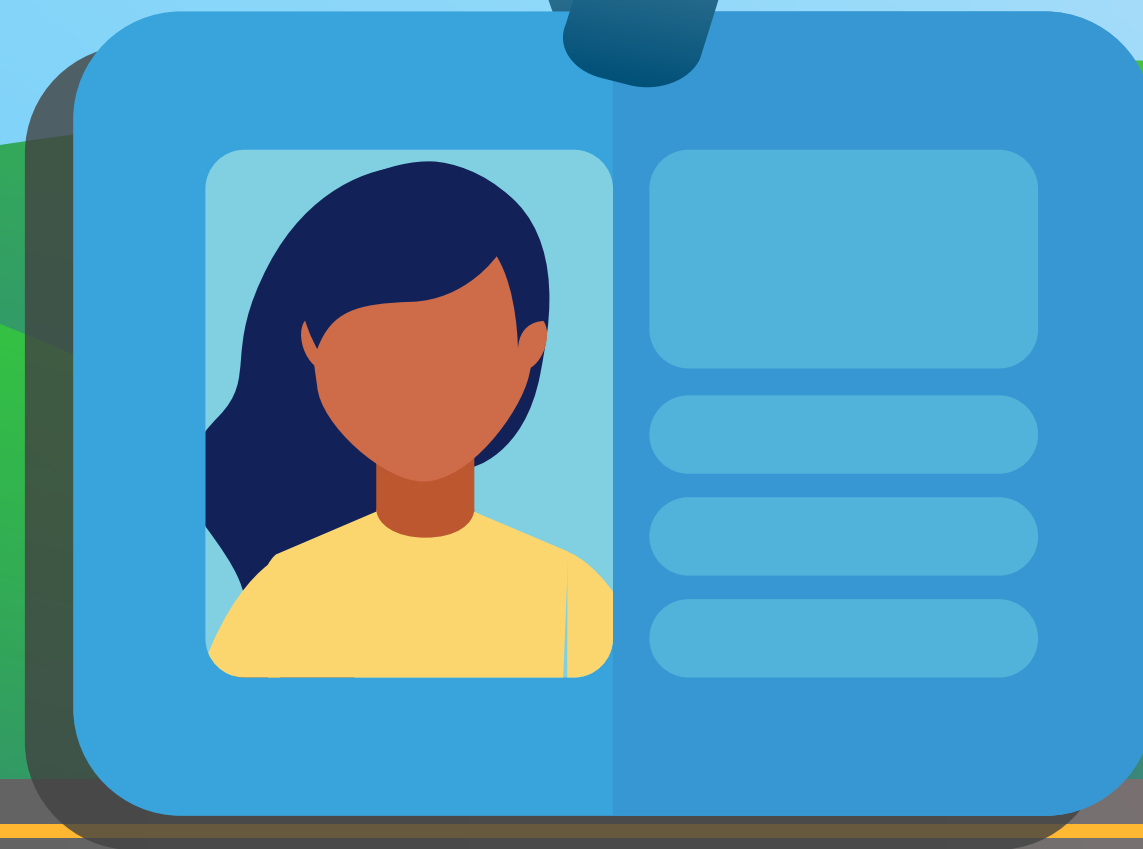


Covid-19. Staying safe going to work for office based staff.

11 MAY 2020

Click on the buttons below to take the journey.



**WE ARE IN THIS
TOGETHER**

If you have any of the following symptoms:

- Cough.
- A high temperature (>38 degrees).
- Shortness of breath.
- Sore throat.
- Sneezing or runny nose.
- Temporary loss of smell.

Please **STAY HOME** and contact your GP or Healthline on **0800 358 5453**.

Please let your manager know you won't be at work.
Follow medical advice including getting Covid-19 testing if required.
Returning to work requires your manager's approval.

1. Sign in (using mobile phone QR code).
2. Non-contact greeting.
3. Sanitise hands on entry.
4. Maintain safe distancing rule of minimum of 1 metre.
5. Head to your assigned workspace set out for you to work at during Level 2.
6. Wipe your work-station on arrival (including keyboards, touchpads and mobile phones) with products provided.
7. Wash or sanitise your hands after touching shared surfaces. Dry hands with paper towels and dispose of in lidded bins provided.

1. If you need to use shared equipment, please sanitise before and after use. Avoid sharing phones.
2. Avoid touching your face, this is difficult, but it is good practice.
3. Do not share kai or drinks.
4. Stagger breaks to minimise close contact in shared spaces.
5. If you use the kitchen be mindful of the shared surfaces that you touch (i.e: zip tap, taps, fridge door, lids on canisters etc.).
6. Use paper towels and dispose in lidded bin provided (no tea towels).
7. Sanitise all high touch areas as you go.
8. Be mindful of safe distancing when using the bathrooms.
9. If you smoke, please maintain good hand washing practices and cough etiquette. Also consider vape hygiene.
10. Don't be afraid to politely remind others about safe distancing.
11. Respect others' safe distancing preferences, they may have high anxiety with regards to Covid-19 and the risk of becoming infected.

1. Sanitise work station down at the end of the day using disinfectant wipes provided. Dispose of wipes in lidded bin provided.
2. If you are working from home the next day, take any necessary equipment with you.
3. Non-contact farewells.
4. Scan yourself out.