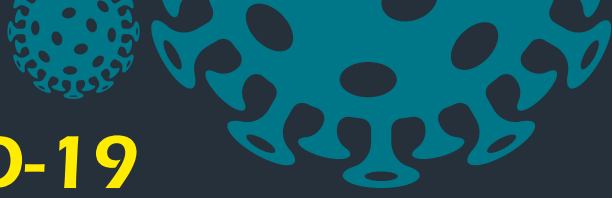


**COVID-19**  
**RETURN TO WORK**  
**FIXED LOCATIONS (OFFICES)**



UNITED KINGDOM



# COVID-19

# RETURN TO WORK FIXED LOCATIONS

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# COVID-19

# RETURN TO WORK FIXED LOCATIONS



## INTRODUCTION

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In order to protect staff safety and prioritise the people and teams that need access the most, we will be taking a phased approach to reopening our fixed locations (offices) over the next four months, starting from the middle of June. This document outlines the steps we have taken and will take to ensure a smooth transition.

We recognise that there will be some people who are eager to get back soon and others who will feel much more uncertain. We will support those that need to return as best we can and will not expect anyone to return immediately if they have reasonable concern for their own or others' health.

The reality of implementing social distancing at the fixed locations means we will have significantly reduced capacity and in line with current Government advice, for many of us, we will continue to work from home. We know this will be tough for everyone and so more than ever, it is important we are guided by our values and behaviours to support each other.

**Note:** This document only covers fixed locations (offices) and not operational sites which under the guidance issued by Public Health England have where applicable, remained open/active during the Government lockdown.

**Depending on UK Government guidelines this document may be subject to change at short notice.**

## GUIDING PRINCIPLES

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We have used the following principles to guide us through the planning process:

- People's safety is our number one priority
- Prioritise teams that cannot be effective without access to the office
- Reduced location capacity as a result of Social Distancing guidelines
- There will be staff for whom it will be beneficial to work from a fixed location, rather than remote working

We will be following UK Government guidelines on safety but will go further with our measures where we feel it necessary.

Our plan is based on the assumption that there will be some form of COVID-19 precautions in place until the end of 2020 and that this may need to be reviewed if circumstances change such as in a second wave or a change in UK Government advice.



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## CHANGES TO THE OFFICE

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We have repurposed the offices using risk assessments and social distancing guidelines to accommodate three different categories of needs:

**‘Critical Teams’** for departments who cannot be effective without access to the office.

**‘Priority Spaces’** which we will allocate to those with inadequate home working set-up or with concerns about their own wellbeing.

A **‘Team Space’** to support whole teams who will need to come together for set periods of time. This will be introduced in a later phase and be bookable on a weekly basis.

## MAINTAINING SOCIAL DISTANCING & HYGIENE STANDARDS

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In order to maintain excellent hygiene standards and work within social distancing parameters, the following changes will be made to the fixed location prior to opening and will remain in place while social distancing is enforced:

- A thorough deep clean of the office will be undertaken
- Increased cleaning schedule
- Signage and guidance to maintain social distancing will be present throughout
- Temperature checks on entry and where applicable, phased entry times to avoid queuing
- Hand sanitizer points will be available throughout the office
- Access to the canteens and communal area will be limited by social distancing requirements
- Surgical masks and gloves will be made available, but the wearing of is not a mandatory requirement
- Separate waste disposal will be available for any disposable PPE equipment



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## OFFICE ETIQUETTE

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We will need to rethink the way we interact with each other and so the following processes and procedures will be adopted to ensure adequate health and safety steps are taken to protect staff.

To assist in this we have appointed a COVID-19 supervisor for each location who will be responsible for ensuring that social distancing and location rules are adhered to.

**OPENING TIMES:** This may change and be location-specific.

**COVID-19 Secure** – Full risk assessment and plan for each location and long-term project office.

**COVID-19 Supervisor** – Each location will have appointed a COVID-19 Supervisor.

**Commuting to the office** – In line with Government guidelines, you should only use public transport for essential journeys associated with attending your normal office location. Use of public transport for wider business travel remains prohibited.

**Signing in** - Most of our locations have electronic signing in (fobs) therefore negate the need for physical signing in. The COVID-19 supervisor will carry-out temperature checking and a register of who is at the office and provide any updates on COVID-19 precautions.

**Visitors** – No external visitors.

**Maintaining Social Distancing** - Keeping the recommended 2m apart must be observed at all times. We will be providing clear signage and guidance to support this. If you are unsure whether an activity you need to participate in will break social distancing measures you should consult with your line manager.

**Weekly desk rota** - Each available desk will be allocated to an individual on a weekly basis. This will be managed and communicated at the start of each week by the local COVID-19 supervisor. Once a desk has been allocated to an individual, it is their choice whether they use it for only a few hours on one day or every day of that week. By maintaining a sole allocation of a desk each week it will mitigate against the risks of multiple people coming through the office each week. It will also allow us to identify and isolate limited groups of people if we do have a case of COVID-19 in the office.

**Meetings** - We encourage meetings to be held virtually using MS Teams. There will be limited space for meetings of up to and no more than 6 people providing social distancing can be maintained. There will be sanitiser dispensers in the meeting rooms and tables, chairs, door handles, and IT equipment should be wiped down before and after each meeting.

**Keeping clear desks** - Cleaning materials will be provided by desks. You should wipe down your desk every morning and sanitise regularly throughout the day. Your desk should be cleared at the end of the day so the cleaners can conduct a thorough clean in the evening.

**Hygiene products and PPE** - We will provide hand sanitiser which will be clearly signposted across the location. We will not be asking you to wear a mask/face-covering in the office as a requirement, but of course, you can wear your own if it makes you feel comfortable. There will be a stock of gloves on-site and masks if you require them.

**Deliveries** - Staff should not arrange for personal deliveries to the office during this period.

**Daily briefings** – Will be carried out by the COVID-19 supervisor.



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## PHASED APPROACH

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We will be taking a phased approach for returning teams and key individuals.

The phased approach will allow us to prioritise the departments and roles which require it the most. It will importantly allow us to carefully test and adapt any of the processes and measures to protect staff.

Phasing is based on the assumption that there will be some form of COVID-19 precautions in place until the end of 2020 and that this may need to be reviewed if circumstances change such as in a second wave, or a change in UK Government guidelines.

## GROUPING

We have arranged people and teams into groups, based on how they are able to function while social distancing is in place. They will fall into three different categories.

**Group 1** Activity can only be done in the office

**Group 2** Significantly more effective with access to the office

**Group 3** Can operate away from the office

## STAGES OF PHASING

3 stages will take us up to our maximum social distance capacity over a four month period. Social distancing will in the majority of cases mean a reduction to the overall office capacity.

We will move through each phase cautiously to learn and adapt the processes we have put in place.

Each phase can and will be extended if necessary.

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# RETURN TO WORK FIXED LOCATIONS



For examples of Groups, see Appendix A



SUBJECT TO

- Location must be certified as COVID-19 Secure
- COVID-19 Supervisor must be present
- Social Distancing can be achieved



**no earlier than  
15 June**

Access for Group 1 teams,  
and with ED approval,  
team meetings of up to 6  
people



**no earlier than  
13 July**

Access for  
Group 2 teams



**no earlier than  
7 September**

Subject to a review of  
Government  
guidance access for  
Group 3 teams

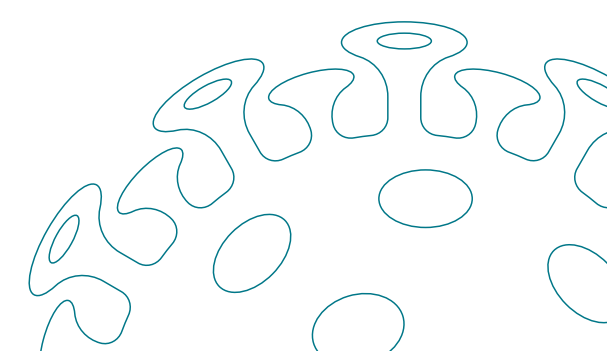


Reopening of non  
essential shops.  
Phased return of school  
children in yr 10 & 12.  
Places of worship to  
re-open

Hospitality  
sector begins to  
open

Schools and  
Universities  
reopening in  
England

Phasing is based on the assumption that there will be some form of social distancing in place until the end of 2020 and therefore office occupancy will be limited in order to achieve this.





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The weekly rota showing who will be in the office each week will be agreed and published the week before. This will allow us to instantly identify and request self-isolation for any employees who were present in the office on a weekly basis should we have a case of COVID-19.

## WHAT HAPPENS IF THERE IS A CASE OF COVID-19 IN THE OFFICE

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The key to a safe and continued return to work requires strong communication and a collaborative approach between everyone.

All employees have the responsibility to make themselves aware of the signs and symptoms of COVID-19 and monitor their own wellbeing.

If you feel you have symptoms of COVID-19 you must stay at home and contact your manager and the HR team immediately. UK Government guidance must also be followed. Please refer to the [GOV.UK](https://www.gov.uk) website.

If a COVID-19 case has been confirmed, contact tracing will be used to determine which other people came into contact with the confirmed case and they will be required to self-isolate pending testing for COVID-19 in accordance with Government advice.

The office areas which the confirmed case has used will immediately have a specialist deep clean followed by a risk assessment before we consider reopening that office again.

Any waste from cleaning after a confirmed COVID-19 case should be disposed of as clinical/medical waste

Anyone who has tested positive for COVID-19 will need to follow the Government's self-isolation guidance and will be supported with a return to work assessment.

For the complete list of symptoms, please refer to the [NHS](https://www.nhs.uk) website.



## APPENDIX A – GROUP EXAMPLES

For fixed locations (offices), not examples of site operational groups

### GROUP 1

Activity can only be done in  
the office

- People required to pick-up legal documents, post, invoices, etc.
- ICT on-site functions
- Operational activities and meetings
- Property Management and COVID-19 Secure functions
- Crucial team meetings

### GROUP 2

Significantly more effective  
with access to the office

- People with inadequate home working set-up
- People with concerns about their own wellbeing
- Important team meetings

### GROUP 3

Can operate away  
from the office

- Back office operational support
- Support services
- Procurement
- <sup>1</sup>Commercial
- <sup>1</sup>Pre-construction
- <sup>2</sup>National Plant and Transport

<sup>1</sup>Will need to attend operational sites as part of normal duties

<sup>2</sup>Administration / back office. Excludes mechanics and fitters

**If more clarification is required on groups, please contact your line manager.**