





Coyle Personnel Ltd – Harrow Office

This guide explains how the Company plans to protect people from coronavirus (COVID-19) in our workplace, for example by putting in place social distancing measures. As an employer we are taking all reasonable steps to protect our workers and visitors from the COVID-19 Virus.



Working from home

We have identified what work activity or situations might cause transmission of the virus and to reduce that risk we have identified everyone in the business who can work from home. All staff should continue to do this if they can, we have provided equipment where possible that is needed for employees to work safely and effectively at home (for example laptops and mobile phones). Where it is not possible to work from home, the Government guidance on social distancing and hygiene (handwashing with soap and water often, for at least 20 seconds) should be followed.



Protecting people who are at higher risk

We have helped workers at increased risk to work from home, either in their current role or an alternative role.



Travelling to and from work

Where possible people can travel alone in their own transport (or walk, or cycle if it is safe to do so) if using public transport when getting to and from work, try to maintain social distancing; we request that all staff do their utmost to stick to the Government's social distancing rules by not using entry/exit points at the same time. Wearing face coverings is a requirement of using public transport and in shops.



Personal Hygiene

Hand sanitisers will be available at all entry/exit points. People should wash their hands in the toilet handbasins when they go to work and leave. Staff hygiene will be reinforced by information displayed around the office.



Working in the office

Entry and exit to the office will be via the main Reception door. Where possible all staff should be working as per the Governments guidelines on social distancing, where we can, we will physically arrange work areas to keep people safely apart. In specific areas around the Office we will provide signage to remind people to keep a distance; we will avoid having people working face-to-face, for example; they will be working side-by-side, but distanced. Where it is not possible to keep the required physical distance, we will look at assigning one person per work area; reducing the number of people in the work area; assigning and keeping people to teams to limit social interaction; therefore, keeping the number of people working less than the Government suggests apart to a minimum.



Office hygiene

We have enhanced our cleaning package. The Office will be deep cleaned prior to the return of the staff. We are doing our utmost to keep all work areas clean and prevent transmission by the touching of contaminated surfaces. There will always be only one person allowed in the small kitchen at any time. In the larger kitchen, two people may be present at any one time if the social distance measure is adhered to. It is essential that every member of staff works with the same purpose to keep the kitchens clean. Identify objects and surfaces that you have touched and clean them immediately with the cleansing agent and paper towel that will be available to all.



Reception areas and meeting rooms

The Reception area has been rearranged so that the seating is further apart, all magazines have been removed.



Meetings

Avoid face-to-face meetings. Use online conferencing apps, email, or phones when possible even if you are in the same building. If you conduct a meeting in the Board room or any of the meeting rooms, please ensure that you do not sit immediately next to anyone or directly across from anyone. The Governments guidance is always to be adhered to.



Signs and Posters

Sign and Posters will be displayed to increase your awareness of good handwashing techniques; providing regular reminders on avoiding touching your face and to cough/sneeze into your arm; and the reminder that we have provided hand sanitiser in multiple locations.

The landlords have issued a guide to mobilising around all the communal areas, such as lifts, lobby's toilets, and stairwells. This guide will be made available to all. There will be hand sanitising stations in the lift lobby.



Notifications

Advise main Landlords of known suspected or confirmed cases of COVID-19 within our Company. This is to ensure Landlords can put in control measures for their tenanted and communal office spaces.