

BACK TO THE OFFICE

Tips to help your team get back to work safely.

Avoid public transport

- Offer flexible working hours to avoid rush hour
- Start a bike hire scheme
- Try a one-passenger carpool scheme
- Cover mileage for staff picking up others

Keep your distance

- Rotate staff days in the office
- Phase lunch breaks
- Limit elevator use to people with disabilities or those carrying heavy items

Keep the office clean and hygienic

- Install hygiene packs for shared equipment and company cars (e.g. gloves, handgel, facemasks and antibac wipes & cleaning instructions)
- Log shared equipment usage & times with check-in apps
- Install handsfree hand gel stations
- Install handsfree taps in kitchens and toilets
- Wipe down surfaces and handles regularly

Reduce risks

- Use video calls to minimise client site visits
- Move paper checklists online or make an app with PowerApps
- Keep records of movement during office hours to help trace and limit potential spread in the event of infection
- Don't share stationery, computer peripherals, mugs or kitchenware

Be flexible

- Develop personal support strategies with high-risk staff and those who need to stay home
- Work with parents and carers to allow flexibility around caring responsibilities where possible

