

Policy on Safe Working During the Covid-19 Pandemic

Introduction

As the coronavirus (COVID-19) lockdown is eased, we recognise that jnp needs to return to normal practice where possible and adapt to new ways of working where required. This policy explains the changes to our working environment and new ways of working.

We encourage you to let us know if you have any concerns, have identified any potential risks, or have any suggestions for further adaptations we can make - you can do this by raising concerns or making suggestions to your Office Head / HR.

In advance of your return

We are asking workers to attend work only where their role requires their physical presence. Workers who can work from home, should continue to do so.

Workers with serious underlying health conditions who have been advised to shield against coronavirus should continue to do so for the duration of their shielding period.

If you or someone you live with has coronavirus symptoms

It is absolutely essential that if you or anyone you live with develops a:

- fever, particularly a high temperature (ie a temperature of 37.8 degrees or over);
- continuous cough; or
- loss of sense of taste or smell, you do not attend work and self-isolate in accordance with the Government's guidance at www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection.

If you are sick or needing to self-isolate and work from home, in line with our [sickness absence reporting procedure](#), you should notify your line manager by telephone before 10am, or as soon as possible if that is not practical.

Travel to and from work

We encourage workers to minimise their use of public transport, including by walking or cycling where possible. If travelling by car, you must not car-share with anyone outside your household.

Where you need to use public transport, please think about social distancing, where possible staying two metres away from others and avoiding touching surfaces. Face coverings must be worn on public transport.

Workers using public transport may find it helpful to refer to the Government's guidance at www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers and www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering.

You should wash your hands thoroughly when you arrive at work, using the handwashing facilities or hand sanitisers provided. You should also wash your hands thoroughly as soon as you get home from work.

Working practices

To reduce the risk of infection spread, we will not be having all the staff returning to the office at one time as we are unable to follow the social distancing that is requirement by the Government.

You should speak to your line manager if you have any specific needs around your working patterns, for example because of childcare responsibilities or travel difficulties.

Hygiene and cleanliness

General measures

To reduce the risk of infection spread, we will ensure landlords have introduced the following in communal areas:

- installing additional handwashing facilities/hand sanitisers, including at entrances and exits
- reviewed how toilets are managed to ensure social distancing is maintained
- reviewed how stair wells are managed to ensure limited or safe passing in these areas.

In the JNP Office space, we will introduce the following:

- installing additional hand sanitisers, including at entrances and exits, please use this when you enter the office space.
- when entering the office, please use the temperature gun and wipe the thermometer when you are done.
 - If your temperature is elevated, let someone know and go home safely. Do not walk through the office. You will also need to let your line manager know if this is not the person you told in the office.
- cleaning work areas and equipment frequently and at the end of the day.
- having signage and posters to provide regular reminders to workers to maintain hygiene standards.
- removing waste and belongings from the work area at the end of shifts.
- Tape on the floor to show 2-meter social distancing.
- Some desks will be taped off, please do not use these desks.
- One-way system round the office.
- One person in the kitchen at a time. When entering and leaving the kitchen, wash hands with antibacterial soap before touching anything. Dry hands with paper towels and not the shared towels.
- You are advised to use only one mug, plate and set of cutlery and wash this up and keep on your desk.
- Do not use the dishwasher.
- Do not have the air conditioning on while you are in the office. You can open windows to help with ventilation.
- Do not use the coat stands and put your coats on-top of someone else's.
- If you do need to be within 2 meters of someone, for example if you are going through a drawing or first aid, please do wear a face mask.
- Please clean the following with antibacterial wipes once touched:
 - Light switches
 - Alarm
 - Door handles
 - Photo copiers
 - Plotter
 - The office binder, etc.
- Please use you own stationary and do not share.

Playing your part

While we are taking these stringent additional measures, we would like to remind you to play your part by:

- washing your hands often and thoroughly;
- avoiding touching your face, particularly your eyes, nose and mouth; and
- coughing or sneezing into a tissue, and binning it safely, or into your arm if a tissue is not available.

Meetings

As part of our social-distancing measures, workers should conduct meetings remotely where possible. When physical meetings are necessary:

- only essential participants should attend the meeting;
- meetings should be kept as short as possible;
- social distancing of two metres should be maintained throughout;
- objects such as stationary should not be shared; and
- meetings should be held in a well-ventilated room whenever possible.
- Hand sanitisers are provided in meeting rooms and areas where meetings frequently take place.
- Floor markings are also provided to help workers to maintain social distancing.

Visitors

To reduce the risk of infection spread, we have introduced the following measures:

- providing clear guidance to visitors to your premises, such as delivery workers;
- allowing for non-contact deliveries, for example via pick-up and drop-off points; and
- changing delivery patterns, for example ordering supplies less often but in larger quantities.
- If you are touching post or parcels, wash your hands after with antibacterial soap.

Personal protective equipment (PPE)

Face coverings

We have a supply of facemasks in each office and the use of these (which is not considered PPE) is a matter of individual choice, however if you are unable to maintain the 2 meter social distancing you must wear one. If you wear a face mask, you must follow the Government's advice at www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering. This advice includes that you:

- wash your hands thoroughly before putting a face covering on and after removing it;
- change your face covering if it becomes damp or if you have touched it; and
- change and wash your face covering daily.

The use of a face covering is not a replacement for observing our social distancing guidelines.