

RISK:	COVID-19 Pandemic		
DESCRIPTION OF RISK:	Spread from human to human of a potentially life-threatening coronavirus		
LOCATION:	Moneyfacts House, 66-70 Thorpe Road, Norwich. NR1 1BJ		
INITIAL ASSESSMENT BY:	Diane Dillon, HR	Date:	27 May 2020
APPROVED BY:	Marcus Rudd, MD	Date:	27 May 2020
UPDATED BY:	Diane Dillon, HR	Date:	25 August 2020
APPROVED BY:	Marcus Rudd, MD	Date:	25 August 2020
UPDATED BY:	Diane Dillon, HR	Date:	16 November 2020
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UPDATED BY:	Diane Dillon, HR	Date:	13 January 2021
APPROVED BY:	Marcus Rudd, MD	Date:	13 January 2021
UPDATED BY:	Diane Dillon, HR	Date:	21 September 2021
APPROVED BY:	Marcus Rudd, MD	Date:	23 September 2021
<u>Overview of changes</u> September 2021 update: Since the general return to office working following the Government Step 4 rulings, the majority of staff have now returned to the office. There are a few exceptions, and these have been assessed on a case by case basis. However, it is considered that ALL staff (unless exempt) continue to wear face masks in the office, except when working alone at their desk. All visitors must also wear a face mask (unless exempt), until seated in a meeting room and staff may also remove their face mask when attending internal meetings, provided social distancing and room capacity is adhered to. January 2021 update: In consideration of the ever-increasing threat of Coronavirus, some changes in practices within the office have been made. With effect from Wednesday 13 January 2021 staff who are working in the office will be required to wear a face mask at all times except when working alone at their desk. All visitors will be required to wear a face mask. Face to face meetings must be kept to a minimum, limited to three people and be brief as possible. Face masks must be worn. Social distancing must be observed at all times. The above is in addition to the rules already in place.			

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November 2020 update:
 Following the announcement of a second lockdown with effect from 5 November 2020 the majority of staff are working from home.
 A number of staff who cannot effectively carry out all aspects of their work at home are coming in to the office either on a daily or ad hoc basis.
 All guidelines continue to be followed.
 Cleaning is continual.
 Once the second lockdown has ended, staff will revert to the previous guidelines when working at the office.

HAZARD / RISK:	WHO IS AT RISK?	NORMAL CONTROL MEASURES:	ADDITIONAL CONTROL MEASURES:	RISK RATING H/M/L
Health & Wellbeing of Employees Spread of COVID-19 virus from person to person, resulting in infection that could be spread before an employee realises they have symptoms, which could potentially spread taking out work colleagues.	All employees of any description. Contractors Visitors Delivery people Postal workers (both delivery and pick up).	All employees (and contractors) must give assurance before the start of each shift that they do not believe that they have any signs or symptoms of COVID-19 and specifically loss of taste, smell and/or appetite, a high temperature (hot to touch on your back or chest), a new continuous cough (coughing a lot for more than a continuous hour, or 3 or more coughing episodes over 24 hours, or if you usually have a cough it is a lot worse). If so, they will be expected not to attend work, get an immediate test and stay at home until the results of the test are known. If the results of the test are negative, then the member of staff can return to work as long as no other member of the household has any symptoms of Covid-19. If the test is positive, the member of staff will be expected to stay at home and self-isolate (regardless of vaccination status) for the next full 10 days. If anyone in their household or tests positive, has an unclear Covid-19 test result or who did not get a test but has symptoms of Covid-19, then that member of staff should self-	Managers must be confident that each employee is fit to work prior to the start of each shift to ensure that they are safe to work. Health records must be kept secure of people that are ill or self-isolating. Staff must immediately inform HR if they are going for a test and the status of their household. Staff must also inform HR immediately they know the result of that test and then follow the measures which have been put in place. If people have to self-isolate, and cannot work from home they are entitled to SSP.	High

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		<p>isolate for the next full 10 days from when the first person in the household started having symptoms.</p> <p>If no symptoms appear after this time, then the member of staff can stop self-isolating.</p> <p>If you are fully vaccinated (i.e. two vaccinations and at least 14 days has passed since your second vaccination), you will not be required to self-isolate if you are a <u>contact</u> of someone who has tested positive for Covid-19. However, if this is the case you should not come into the office until you have spoken to HR or in the absence of HR, your Line Manager.</p> <p>Employees testing positive but who have no symptoms, must self-isolate for 10 full days from the day after they test positive (regardless of vaccination status).</p> <p>If you have been told to self-isolate by NHS Test and Trace you must do so for 10 days. If no symptoms appear after 10 days you can stop self-isolating.</p> <p>Employees/contractors must declare that they are not living with anyone that is suffering from Covid-19 symptoms or have been in contact with anyone who is suffering from Covid-19 symptoms, and if so, they must take a PCR test and self-isolate if that contact has been within the last 48 hours either for 10 full days following the contact or until the results of the PCR test are known.</p> <p>Employees who are anxious e.g. about travelling to work if their only method is using public transport, or, employees are worried about working due to one or more members of their household is clinically extremely vulnerable are encouraged to discuss their situation. Employees that are worried about working in close proximity to others or raise issues about the careless behaviour of others are encouraged to talk to their Manager/HR, who will strongly reinforce the need to follow closely the new requirements that must be adhered to.</p>	<p>We are able to take temperatures if employees feel they are beginning to suffer from other symptoms of the virus whilst in the office.</p> <p>If members of staff are at work and feel they may have symptoms of Covid-19 they must immediately inform HR or their line Manager in the event HR is not contactable. Staff must then immediately go home and book a test. Whilst results of anyone testing positive will be kept confidential it must be accepted that their immediate colleagues will need to be notified.</p> <p>Managers must supervise the actions of their team to ensure that all of the COVID-19 control measures are adhered to and discuss individual cases of concern, with HR.</p>	High

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		<p>Employees who fall into the category of clinically extremely vulnerable can return to work as long as it is Covid secure.</p> <p>Clinically extremely vulnerable people may include:</p> <ul style="list-style-type: none"> • solid organ transplant recipients • people with specific cancers: • people with cancer who are undergoing active chemotherapy • people with lung cancer who are undergoing radical radiotherapy • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • people having immunotherapy or other continuing antibody treatments for cancer • people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs • people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD) • people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell) • people on immunosuppression therapies (such as high doses of steroids) sufficient to significantly increase risk of infection • women who are pregnant with significant heart disease, congenital or acquired 	<p>It is likely that HR will be aware of any members of staff who fall into the clinically extremely vulnerable category, but staff must ensure that HR do know of their condition. Staff are ensured that any discussions on these lines are kept strictly confidential.</p> <p>Anyone falling into this category will be given due care and attention and discussions on their situation will be on a one to one basis with HR.</p>	

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		<ul style="list-style-type: none"> Problems with your spleen or have had a splenectomy. Anyone on Dialysis treatment. other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions. <p>Visitors will now be allowed into the building including contractors, delivery people, postal workers, job interviewees and customers.</p> <p>All visitors must adhere to the requirement to wear a face mask (unless exempt) and practice social distancing guidelines at all times.</p>	<p>Contractors will be reminded to observe all social distancing rules whilst working in the building and changes within the office building will be made if applicable.</p> <p>Staff may now have personal parcels delivered to the office, but this should be kept to a minimum. All parcels must be taken home by the end of the day on which they are delivered.</p> <p>Social distancing is in place for postal deliveries (which are placed on the reception counter or pushed through the letter box) and collections (which are left by the front door).</p> <p>Customer meetings and job interviews will be held in meeting rooms with social distancing in place.</p>	

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<p>Social distancing – minimising people to people contact</p> <p>Spread of COVID-19 virus from person to person, resulting in infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to surface to hand.</p>	<p>Applies to all employees and any other person who comes onto the premises for whatever reason</p>	<p>General Guidance</p> <p>Controlling arrival/departure of staff to reduce crowding in and out</p> <p>Car parking and bike racks.</p> <p>Reducing congestion at entry points.</p> <p>Hand sanitation at entry and exit points.</p> <p>Alternatives to touch-based devices such as copiers.</p>	<p>Some staff will be allowed staggered arrival/departure times. Many staff do already have this in place due to their contractual hours. Managers must use their own discretion if members of their department feel the need to stagger arrival/departure times. Staff use both the front and back doors to arrive/depart and it is unusual for there to be congestion. Staff need to use their own common sense when arriving and departing and drop back to allow others through if there is any congestion. Please use the hand sanitiser before opening the back/front door to enter/exit. We do not intend to put a formal arrival/departure stagger due to different deadlines on workflow for each department.</p> <p>There are sufficient parking spaces with the overflow car park at Lower Clarence Road.</p> <p>Hand sanitisers are in place at entry and exit points and staff should use the hand sanitiser before use of door handles.</p> <p>Where no alternative is possible, antibacterial wipes will be available for staff to wipe down after each use.</p>	<p>Med-High</p>

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		<p>Staff Clothing/bags.</p> <p>Reducing maximum occupancy for lifts, providing hand sanitiser and encouraging use of stairs</p> <p>Regulating use of corridors and staircases</p> <p>Reviewing layouts to allow staff to work further apart from each other.</p> <p>Using floor tape or paint to mark areas to help staff maintain 2 metres</p> <p>Avoiding employees working face to face — working side by side or facing away from each other where possible</p> <p>Using screens to create a physical barrier between people where appropriate</p> <p>Staggering lunch times to reduce pressure on the rest areas.</p>	<p>Lockers are available to store clothes and bags, but it is advisable that unnecessary clothing or bags are not brought into the office.</p> <p>Only one person in the lift at any one time. Hand sanitiser is available.</p> <p>A common-sense approach will be required by members of staff.</p> <p>Desks have been moved, departments moved to third floor which has been opened up.</p> <p>Floor markings are in place and staff adherence will be monitored.</p> <p>Whilst we cannot ensure that no-one sits opposite another member of staff, desk space has been widened to give at least 2 metres.</p> <p>Screens are in place in the I.T. and Finance Departments. Consideration to be given to more screens throughout each department.</p> <p>This is down to individuals and their Managers where appropriate. Rest areas have been re-configured. Individuals may also wish to go for a walk during lunchtimes. Workflow prevents a formal stagger time.</p>	Med-High

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		<p>Using protective screening for staff in receptions or similar areas</p> <p>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions</p> <p>Working from home.</p> <p>Monitoring the wellbeing of employees who are working from home.</p> <p>Review layouts, line setups, or processes to let employees work further apart.</p> <p>Arranging for employees to work side-by-side or facing away from each other.</p> <p>Screens to create a physical barrier between people.</p> <p>Floor tape or paint to mark areas to help employees keep to a 2-metre distance.</p> <p>Avoiding use of hot desks and spaces.</p> <p>Limiting use of high-touch items and shared office equipment.</p> <p>Using remote working tools, to avoid in-person meetings.</p>	<p>Screening is in place for reception, and distancing measures have been implemented.</p> <p>All meeting rooms have been re-configured.</p> <p>For staff who are working from home for other reasons, company policies and procedures are in place.</p> <p>This is being undertaken by Managers.</p> <p>Desk space re-configured. Whilst we cannot ensure that no-one sits opposite another member of staff, desk space has been widened to give at least 2 metres.</p> <p>Distancing is happening where not possible.</p> <p>In place, as noted above.</p> <p>No hot desking is allowed.</p> <p>Sanitising in place.</p> <p>Various tools are in place such as Zoom, for external meetings where required.</p>	Med-High

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		<p>Avoiding transmission during meetings, avoiding sharing pens.</p> <p>Only necessary participants should attend meetings.</p> <p>Hand sanitiser in meeting rooms.</p> <p>Holding meetings in well-ventilated rooms.</p> <p>Limiting or restricting occupancy in group interaction spaces</p> <p>For areas where regular meetings take place, using floor signage to help people maintain social distancing</p> <p>PPE – Face coverings are no longer required by Law. However, people should wear face coverings in crowded and enclosed settings and especially where they come into contact with people they do not normally meet.</p> <p>SOCIAL DISTANCING</p> <p>VENTILATION</p>	<p>In place.</p> <p>In place.</p> <p>In place.</p> <p>Not always possible to open windows, but where possible doors to be left open and rooms have been re-configured with number of personnel in each room limited.</p> <p>As above.</p> <p>Meeting room re-configuration in place.</p> <p>We require all staff (unless exempt) to wear a face covering when not sitting alone at their desk or seated in a socially distances meeting. Free face masks are available to all staff.</p> <p>Is in place and must be adhered to.</p> <p>The building is old and not all windows are able to be opened. However all toilet (except gents ground floor) and all stairwell windows are opened daily. The double doors to each floor are kept open by the use of a Fire Door Guard</p>	Med-High

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<p>Hygiene & Cleaning Practises</p> <p>Poor Hygiene and Cleaning practises will support the spread of COVID-19 virus from person to person, resulting in infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to surface to hand. Consideration must be given to regular cleaning of communal areas and contact surfaces.</p>	<p>Anyone that comes onto the premises for whatever reason</p>	<p>Hygiene</p> <p>Allow regular breaks to wash hands.</p> <p>Hand washing facilities.</p> <p>Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.</p> <p>Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.</p> <p>Regularly clean the hand washing facilities.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>	<p>A new cleaning regime has been put in place with effect from 1 September 2021 which means we will have a cleaner in all day. Prior to this, cleaners have been doing extra hours to ensure the workplace is thoroughly cleaned down.</p> <p>Staff will be asked to maintain regular handwashing. Signage will be in place to signal that message. Anyone can take a break at any time.</p> <p>There are adequate hand washing facilities in place. Soap and paper hand towels are in place and regularly topped up.</p> <p>Hand sanitiser is available throughout the building.</p> <p>Basins and taps are regularly cleaned.</p> <p>In place.</p>	<p>Med-High</p>

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		<p>Toilet Facilities Restrict the number of people using toilet facilities at any one time and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing.</p> <p>Wash or sanitise hands before and after using the facilities.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.</p> <p>Cleaning Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: Taps and washing facilities Toilet flush and seats Door handles and push plates Hand-rails on staircases and corridors Lift controls All areas used for eating to be thoroughly cleaned after each use by cleaners or members of staff using the table.</p>	<p>The toilet facilities are regularly cleaned. Staff have been made aware of the need to distance even in this area. Given everyone is now back at the office, all cubicles have been reopened and staff are asked to ensure they use common sense in distancing in the toilet hand washing area.</p> <p>This is communicated to staff by signage.</p> <p>In place and ongoing. See below for an update on the note on returning to work.</p> <p>Cleaning regime has been stepped up as noted above.</p> <p>Cleaners will carry out a regular clean of the toilet and washing facilities throughout the day. A new cleaning routine is in place.</p> <p>Constant cleaning in place throughout the day for all common touch points.</p> <p>Antibacterial spray or wipes to be available.</p>	<p>Med-High</p> <p>Med-High</p>

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Workforce Management Outbreaks in the workplace Work related travel Communication		<p>Telephone equipment</p> <p>Keyboards, photocopiers and other office equipment</p> <p>Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.</p> <p>Desks should be cleared of all unnecessary papers or knick-knacks. Files should be filed away and not left out. All desks should be as clear as possible to enable cleaning to take place.</p> <p>Meeting Rooms</p> <p>Outbreak in the workplace. In the event of a workplace outbreak a single point of contact to be nominated who will take the lead on contacting Public Health teams and direct and guide the workforce on what to do either through Line Managers or direct contact.</p> <p>Work related travel</p> <p>Communications</p>	<p>Wipes are available and staff have been asked to use frequently. Staff should not share each other's phone, or keyboard.</p> <p>Separate bins are in place for paper (ie desk top rubbish) and food and these will be emptied as often as possible but at least every day.</p> <p>Staff are required to clear their desk of any personal knick-knacks and any unnecessary paperwork. This will be implemented as staff start to return to work.</p> <p>All meeting rooms are cleaned after each use. Signage is in place to make staff and cleaners aware of the status of each meeting room.</p> <p>HR is the nominated single point of contact. In the event HR is not available, Marcus Rudd, MD is the next single point of contact.</p> <p>Use fixed-travel partners where possible. Do not sit face to face. Open windows where possible.</p> <p>Any changes and updates will be communicated to all staff as quickly as possible via email/telephone.</p>	Med-High

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<p>NOTE: Given the severity of the COVID-19 virus all areas are marked medium to high or high risk. It is anticipated that all staff will appreciate that it is everyone's responsibility to ensure guidelines are followed and that they should play their part by adhering to them and using common sense when faced with a situation which requires social distancing (ie standing aside and waiting, ensuring no passing on the stairwell, waiting at entrances and exits if there is more than one person waiting to come in or go out). Any sensible suggestions or observations from employees are welcome and will be taken into consideration.</p> <p>Everything that can be done to minimise risk to the lowest reasonably practicable level is being done, whilst recognising that the risk of COVID-19 cannot be completely eliminated.</p> <p>See below: Updates to previous email sent to all staff on 29 May.</p> <p>The office will be open from 7.30am to 7pm with effect from 1 September 2020. Hand sanitiser has been placed at the front and back entrances to the building – please use. As rude as it may seem, please do not hold the door open for colleagues. ENSURE YOUR HAVE YOUR DOOR FOB AT ALL TIMES. All social distancing measures must be followed to help ensure your own and others safety.</p> <p>RETURN OF EQUIPMENT. You should notify us prior to bringing back any equipment you have had whilst working from home that you now wish to return. If you wish to keep hold of the equipment for a while longer please just let Thiago know. All I.T. equipment or chairs being returned must be handed over at the back door to Steve or Thiago to ensure it is thoroughly cleaned before being put back into use. Please DO NOT take the equipment to your desk.</p>				

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<p>Please follow the guidelines on the marked out areas.</p> <p>To assist in social distancing, the third floor is now in use as previously notified.</p> <p>A thorough clean has been in progress whilst many of you have been working from home and will continue throughout the day, every day. Meeting rooms will be cleaned down after every meeting – please ensure you follow the guidelines recently sent out for booking meetings and for the capacity of each meeting room which is clearly signed on the respective doors.</p> <p>External meetings will now be allowed under social distancing guidelines, but these must be on the basis that they are necessary.</p> <p>No friends/family in the building until further notice or using Reception as a cut through from the car park.</p> <p>We previously put a ban on receipt of personal parcels. As we are now back in the office, we would ask you to avoid having parcels delivered to the office but accept that some of you may need this to happen. If this is the case, then ensure that your parcels are picked up on the day of receipt and taken home.</p> <p>Please ensure you use the telephone/screen wipes on a regular basis. They are available on the stationery shelves.</p> <p>A number of washable face masks have been purchased and are available for those of you who do not have your own and wish to wear one in the office – see Diane.</p> <p>For the foreseeable future – keep all personal possessions (pictures, ornaments etc) off your desk to aid the cleaning regime.</p> <p>Please do not leave clothing or shoes in the office. Take your things home or use the lockers.</p> <p>Please do not leave any food on your desk or on the kitchen worktops.</p> <p>Anti-bacterial spray is available, and you must use this each time you use/open the fridge.</p> <p>It would be preferable if you did not use the crockery in the kitchens, but if you need to then please use hot soapy water and clear away each time. T-towels will be changed frequently. Please do not leave unwashed crockery in the kitchens or on your desk.</p> <p>Food preparation is limited to use of the microwave or toaster and you must clean and wipe down the surfaces used during your use of these facilities. Please do not rely on someone else doing it.</p> <p>Please keep to the rules on social distancing at all times.</p>				

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<p>Update sent to all staff on 4 November 2020, following second lockdown announcements. Lockdown effective from 5 November 2020.</p> <p>Hello everyone</p> <p>As many of you will be working from home for the next four weeks, we will again be undertaking a deep clean of all workstations. So to enable the cleaners to do their job can I please request that you do not leave any food on your desks, in desk drawers or rotting away in the fridge. Any that is found will be binned. Please also ensure that no crockery is left on your desk or in your desk drawers. Please also would you take home with you any personal belongings to avoid it being removed and lost.</p> <p>Working in the office</p> <p>For Health & Safety/Fire Regulation purposes, any members of staff who are continuing to come in to the office, either on a regular or odd day basis, will need to report to reception each and every day you are in. Please do not forget to do this.</p> <p>If anyone is intending to hold meetings in the office, please ensure you continue to book the meeting rooms either through myself or Steve.</p> <p>If you have any queries, please just ask.</p> <p>Many thanks</p> <p>Update sent to all staff on 1 December 2020</p> <p>Hi everyone</p> <p>As you all know the current National restrictions are in place until tomorrow.</p> <p>From 3 December 2020 we are hoping that those who were back in the office prior to 5 November will return back to work in the office. We would certainly prefer that as working from the office certainly makes us more effective.</p> <p>We have revisited our risk assessments in light of updated Government guidelines for offices to ensure the office remains Covid-19 safe.</p> <p>Your Manager will be contacting you over the next couple of days to discuss your own return to work plans.</p>				

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<p>Update sent to all staff on 7 January 2021 following changes to Christmas rules and National lockdown from 5 January 2021.</p> <p>Hi everyone I hope you are all well. Whilst the office will remain open during the lockdown, I just wanted to let you know that until the situation changes, the office will be opened at 7.30am and closed and locked at 5.30pm. There is, as I am sure you know, just a few members of staff working from the office so if you need to pop in to collect equipment etc., you can still do so. If you have any queries, questions or just need a chat, then please give me a call.</p> <p>Update sent to all staff on 13 January re working from the office – new guidelines.</p> <p>COVID SECURITY POLICY – January 2021 For all those working at or visiting Moneyfacts House We want all those who need to visit or work from the office to feel they will be safe and secure, so we are introducing new updated guidelines going forward.</p> <ol style="list-style-type: none"> 1. Masks should be worn at all times except when working alone at your desk. In other words, masks should be worn in the car park, reception, staircases and corridors, toilets, changing rooms, coffee stations, meeting rooms and any other common part. Diane has some disposable masks available if you need them. 2. Any face to face meetings should be kept to the minimum and limited to three people and be as brief as possible. 2m social distancing should be observed and face masks worn. 3. Existing rules should still be observed namely: <ul style="list-style-type: none"> • Keep to 2m social distancing at all times • Sanitise hands frequently • Wash your hands frequently 4. Rob Palazzoli will continue the rollout of Teams for any department that wishes to use it. Zoom will also continue to be available. If you have problems using any software from home please contact service desk. 5. Cleaners will continue to be on duty throughout the day to clean and sanitise door handles and push plates, bannisters, toilets, kitchens, coffee stations and meeting room surfaces etc. <p>Marcus</p>				

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<p>Update sent to all staff on 7 April 2021</p> <p>Hello everyone</p> <p>I hope all of you are well and enjoyed your Easter break – despite the weather.</p> <p>I just wanted to update you on our thoughts on a return to office working.</p> <p>A number of you have requested a return to the office and indeed have started to come back to the office on a regular basis. In accordance with the Government roadmap it's currently expected we will all return to full time office working from 21 June 2021. In the meantime, should you wish to come in, it will be great to see more of you in the office, even if to begin with it's a phased return. If you do then please discuss with your Managers who will liaise with me.</p> <p>This will certainly help with operational efficiency, but more importantly it will mean life as we know it is returning to something more normal and we might get our lives back.</p> <p>Also I can let you all know we have made/are making a few changes here in the office.</p> <p>We are re-organising a few departments with Subscriptions moving to Despatch; Marketing moving back down to 2nd floor next to Press/PR so that they are altogether, all Sales teams up on the 3rd floor, .co.uk up on the 3rd floor and Events up on the 3rd floor. In particular we've wanted to get all sales staff together for a while.</p> <p>Throughout we will continue to follow Covid safe rules and, by continuing to use the third floor, we can maintain the safe distancing measures long term - we've got the space so we've decided to use it.</p> <p>As always, please come back to me or your Manager should you have any queries.</p> <p>Di</p> <p>Update to all staff on 15 June 2021</p> <p>Hi everyone</p> <p>In light of the announcement last night that the Government's Covid restrictions will continue for another 4 weeks, we are not expecting a complete full return to the office as originally planned for on Monday 21 June. As you are all aware the office remains open, operating under the Covid safe rules.</p> <p>With the easing of some of the restrictions such as being able to go to the pub or restaurant and the vaccination programme in full swing, many of you are coming in to the office on a regular basis and we are more than happy for this to continue until the full return is confirmed.</p> <p>As always, any questions, please just ask.</p> <p>Di</p>				

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<p>Update to all staff on 14 July 2021</p> <p>Hello everyone</p> <p>Following the latest updates from the Government on the easing of lockdown, I just wanted to confirm our situation on the return to office working. We will be looking for everyone to return to the office from Monday 19 July although there will be one or two exceptions to this for personal health reasons. As has been stated before, if anyone needs to discuss their personal situation, then just give your Line Manager a call.</p> <p>The office will continue to be open from 7am and will close at 7pm.</p> <p>We will also be putting the Lower Clarence Road car park back in use.</p> <p>I also wanted to confirm that we will be carrying on with the Covid-19 safe rules which are currently in place as follows:</p> <p>We will continue to have a cleaner throughout the day and the late afternoon cleaners will start at 4pm and finish at 7pm.</p> <p>Social distancing will remain in place.</p> <p>We will require everyone, employees and visitors alike, to wear a face mask except when at your desk or place of work.</p> <p>All the original rules on the posters around the building will remain:</p> <ul style="list-style-type: none"> • Only one person in the lift at any one time. • Only one person in the kitchen at any one time. • Only one person in the Broadcast room at any one time. • No more than two people in the locker rooms at any one time. • No more than one person at the coffee station. Use the hand sanitiser. • Please get your own drinks at all times (i.e. no rounds). • No bringing in and sharing of home-made goodies. • No food to be left on desks. • Ensure you wash up your own crockery immediately after use. • When using the toilet facilities, ensure you wash your hands thoroughly. • Wash your hands frequently. <p>The hand sanitisers will remain in place. Please also remember to use the sanitisers before entering the building.</p> <p>The maximum number of people in meeting rooms as per the signs, will remain.</p>				

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<p>We will allow ventilation in by keeping the double doors to each floor open with the fire door guards in place and open windows on each stairwell and the toilets. If you are in a meeting room and the meeting is not a confidential one, then the door should be left open. Office doors should remain open, unless you are holding a confidential meeting.</p> <p>Visitors will be allowed from 19 July subject to following the Covid-19 rules in place in the office and external visits can also be made subject to ensuring the place of your visit is Covid safe.</p> <p>I also would like to re-affirm that if you are suffering from any of the symptoms of Covid-19 or have been in contact with anyone testing positive within the previous 48 hours of them testing positive, you should not come in to the office but should call in, get a test and keep in contact.</p> <p>Update to all staff on 29 July re wearing of face masks.</p> <p>Hi everyone</p> <p>It has been brought to my attention that there are one or two members of staff who have not been wearing their face masks when away from their desks, whether that be to go to a meeting, the loo or to make coffee.</p> <p>Whilst there is no longer a legal requirement to wear face coverings in indoor settings, the guidance still states that Businesses can ask their employees and customers to wear face coverings. We have also stated that we want to continue with social distancing rules whilst in the office.</p> <p>As you know we have endeavoured to put things in place in an effort to abide by the guidance and keep the office environment as Covid free as possible as well as ensuring the safety of members of staff and visitors. It is a business decision to require staff and visitors to wear a face mask (unless your are exempt), and keep to social distancing rules and as such this should adhered to.</p> <p>I would like to thank everyone who is following the above requirements and to ask those of you who, for whatever reason are not, to ensure you now do so.</p> <p>If you have any queries, or wish to discuss anything, then please do pop in and see me or your line manager. I'll let you know as and when anything changes in this regard.</p> <p>Di</p>				

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<p>Update to all staff sent on 12 August 2021</p> <p>Hello everyone</p> <p>As you are all no doubt aware the rules on self-isolation change with effect from Monday 16 August.</p> <ul style="list-style-type: none"> On 16 August, the rules on self-isolating as a contact will change for people who are fully vaccinated*, and for under 18s. Those not fully vaccinated will still need to isolate if they are contacts, and everyone will still have to isolate if they test positive, to protect themselves and others. *Full vaccination is 14 days after the second dose for two-dose vaccines. <p>To ensure we keep everyone as safe as possible, and to minimise potential risk to your colleagues, we would ask that anyone who is fully vaccinated and would have normally had to isolate to contact me before coming into the office after the 16 August so an individual risk assessment can then be undertaken. If I am on holiday, then please contact your Line Manager.</p> <p>Please may I remind you that you should not come into work if you have any symptoms of Covid-19.</p> <p>If you are unsure about any of the above, please just ask.</p> <p>Di</p>				

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