

Goldwins guidance to staff on the implementation of the Government's detailed guidance (issued 11 May 2020) on how employers and employees can work safely during COVID-19 in offices.

The partners met immediately to discuss how best to implement this guidance for Goldwins. If any staff member has any further suggestions, please let a partner know.

- 1) We have made sure that the risk assessment for our business addresses the risks of COVID-19 as it directly affects us.
- 2) We have endeavoured to make the office environment as safe as possible and therefore if you wish to come to the office you may do so. However, we would certainly be more than happy for you to work at home if you are able to do so effectively. To that end, it would probably be best if not more than 2 to 3 people worked on any floor of the building at the same time.
- 3) Where working from home is not possible, you should make every reasonable effort to comply with the social distancing guidelines set out by the Government (keeping 2 metres apart wherever possible).
- 4) We will install a hand sanitiser by the front door which should always be used upon entering the building. There will also be hand sanitisers available to use on each of the other 2 floors. Please use them to wash your hands more frequently during the day.
- 5) We have instructed the cleaners to ensure all surfaces (door handles, work areas and keyboards etc) that are frequently used are thoroughly cleaned. You should clear your workspaces and remove waste and belongings from the work area each day.
- 6) A sign will be displayed in the office confirming the steps Goldwins has taken, namely:
 - A. We have carried out a COVID-19 risk assessment and shared the results with the people who work here.
 - B. We have cleaning, handwashing and hygiene procedures in line with guidance.
 - C. We have taken all reasonable steps to help people work from home.
 - D. We have taken all reasonable steps to maintain a 2 metre distance in the workplace.
 - E. Where people cannot be 2 metres apart, we have done everything practical to manage transmission risk.
- 7) Open the windows and doors frequently to encourage ventilation, where possible.
- 8) Limit touching printers where possible.
- 9) Avoid touching your face and cough or sneeze into a tissue which is then binned safely, or into your arm if a tissue is not available.
- 10) Use paper towels as an alternative to hand dryers in the handwashing facilities.
- 11) Wearing a face covering is optional and is not required by Law. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. You should also wash your hands thoroughly with soap

and water for 20 seconds or use a hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change your face covering if it becomes damp or if you have touched it. Continue to wash your hands regularly. Change and wash your face covering daily. If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.