

COVID-19   
Beauly offiCE   
Working PROCEDURE

**Procedure No: GIP33  
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1. **INTRODUCTION**

This document is a high-level overview concerning the wellbeing and the welfare of our office staff in operating alongside the threat of COVID-19 on a daily basis.

These principals should be applied to specific work tasks where the levels of control will require to be increased as the difficulty in maintaining social distancing increases.

Your support on this is required as we do what we can as a business and as individuals to stop the spread of the Covid-19 virus.

1. **SCOPE**

Global Infrastructure Ltd will continually monitor the COVID-19 situation. We must ensure our office staff are adequately protected and commit to preventative action by minimising the spread of infection.

The health and safety requirements of our Beauly office must not be compromised at this time.

The risk reduction plan is in place and should be followed in conjunction with this Beauly office working procedure.

1. **RESPONSIBILITIES**

All office personnel have a responsibility to ensure this procedure is followed.

1. **REFERENCES**

* Risk Reduction Plan Rev 1
* GI GSD148 - COVID -19 Site Working Procedure
* FM 212.01 – COVID-19 Self Assessment
* GOV.Scot Guidelines
* CLC Site Operating Procedures – Protecting Your Workforce During Covid-19

1. **PROCEDURE**

**Travelling to and from the office**

* Personnel must travel to the Beauly office alone, where possible.
* Hygiene wipes at min 60% alcohol should be used on a daily basis and as frequently as necessary to wipe down all touchpoints, i.e. steering wheel, vehicle controls, door handle, keys or fobs and fuel cards after use.
* Additional hygiene products will be issued, to allow additional cleaning as detailed above
* Hands should be washed / sanitized whenever possible after refueling or disposable gloves to be worn.
* Before leaving your home and the office, wash hands thoroughly for 20 seconds. Travel home, apply hand sanitizer before entering your home.
* Continue to follow GOV.Scot & NHS guidelines.

**Arriving at the office**

* Covid-19 Self-Assessment forms must be completed by all office personnel on returning to work.
* An employees office working rota will be compiled to reduce the number of employees that will be in the office at any one time.
* All persons entering the office must have their body temperature taken. Stand within the delineated area in the main entrance lobby, press the timer stand for 15 seconds, clear and clean timer and hands with sanitiser. All person entering the office on a daily basis must follow this procedure on a daily basis.
* The protocol to work from home will be discussed and a decision will come from the directors and if anyone has any issues with returning to work in the office you must speak to your line manager to discuss.
* Individual hand cleaning / sanitizing facilities with min 60% alcohol will be available at the entrance doors to the office. The reception glass panel to remain closed and all persons entering the building must use the hand sanitizer in the reception area, especially after touching the in / out name board in the main reception area.
* All delivery drivers must telephone A Henderson before arriving at the office. Tel number along with delivery instructions will be sent when ordering materials.
* Visitors to the office must report to reception where they will receive a COVID-19 briefing and be required to complete a self-assessment, follow protocol, and observe social distancing rules.

**Office Working**

* The offices will be cleaned by the cleaner on a daily basis
* All visitors to the office are required to contact the member of staff they are going to visit prior to arriving at the offices.
* All visitors must adhere to our visitor protocol which can be viewed in the front entrance of the office.
* 2m social distancing must be maintained, whenever possible, when carrying out work.
* The use of face coverings is now mandatory in certain workplace settings in Scotland and should be worn in enclosed spaces where social distancing isn’t possible, i.e. corridors, kitchen, boardroom. They do not have to be worn when you are sitting at your desk only when you are moving about the offices.
* Internal office doors to be wedged open during the day and shut at the end of each day.
* Please be mindful of 2m social distancing whilst walking up and down the corridor.
* Individual office personnel will be issued with hand sanitizer, wipes and a box of tissues will be provided.
* All non-essential areas in the office should be closed off to reduce cleaning requirements.The kitchen facilities will be closed of until further notice.
* All deskwork areas to be kept tidy and the 2m rule to be maintained between personnel sitting in the offices. This may require a re-positioning of desks to ensure a safe working distance.
* Hot desks must be thoroughly cleaned after use by the user.
* Delivery drivers must wear gloves at all times. Delivery tickets will not be signed but an electronic copy sent to A Henderson.
* What we use we clean! Any communal equipment used such as keyboards, photocopiers, phones, chairs, and work surfaces to be cleaned by the user before and after use.
* Improve ventilation in the offices by opening windows, when possible.
* Office deliveries to be left in the reception area and deliveries for A Henderson the drivers to catch his attention from outside his window, there should be no need for the delivery driver to enter the building.

**Welfare facilities**

* What we use we clean! Toilet must be cleaned before and after use.
* Cleaning products will be available within the toilets.
* The kitchen facilities will be closed of until further notice.
* Hand cleaning facilities or hand sanitizers are in the reception and, toilet areas.
* All individuals must provide their own cutlery and utensils ie Cups, plates, cutlery etc.
* What we use we clean! Everyone has a responsibility to clean after they use facilities such as chair/table/worktop etc
* Suitable cleaning products will be readily available
* Additional / updated COVID-19 information and guidance will be posted on the kitchen noticeboard.
* **Meetings**
* Plan to hold Teams / Zoom Meetings rather than face to face meetings where possible.
* If face-to-face contact cannot be avoided, 2m social distancing will apply to all attendees.

**Cleaning**

* All personnel will be responsible for cleaning their own working areas on a daily basis. This includes hot desks.
* What we use we clean, before and after use
* Enhanced cleaning procedures shall be in place for all communal areas. Taps and washing facilities, toilet flush and seat, door handles and push plates, food preparation areas, telephones, keyboards, copiers and printers.
* Appropriate cleaning agents will be readily available for undertaking the above actions.
* External door handles to be regularly cleaned, especially in the reception area.
* All cleaning waste to be treated as general waste.
* In the case that a person is detected to have symptoms of COVID-19 the person in question will be sent home immediately. All cleaning materials used in clean up should be treated as COVID waste, double bagged held securely in a bin for 72 hours then binned in general waste.

**Emergency Procedures**

* Fire evacuation will not change but when exiting the building and walking towards the muster points maintain a 2m distance from colleagues.

**Behaviours**

* The measures necessary to minimize the risk of the spread of Covid-19 relies on everyone within the offices taking responsibility for their actions and behaviors.