

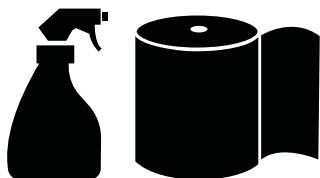
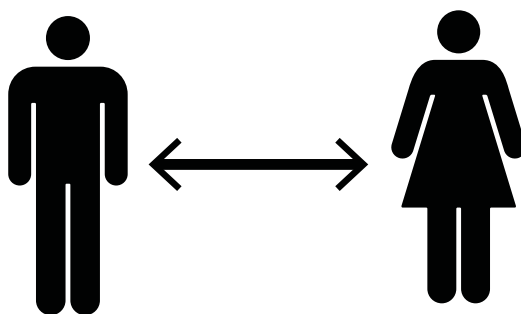


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East Dunbartonshire Council

www.eastdunbarton.gov.uk

Procedures for use of Council workplaces during COVID-19 and recovery



Working together
to protect us all
COVID-19



Introduction

This guide and procedures will assist teams in returning to work or requiring access to certain elements of the workplace within any Council building, to do so safely.

It is imperative that all reasonable steps are taken to ensure the safety of our employees within any building.

At all times maintain good hand hygiene and adhere to physical distancing measures.

The workplace has been risk assessed, ensuring that everything reasonably practicable has been done to minimise those risks. This assessment process is still on going for some areas and will be completed as the recovery phase takes place.

Who should be at work?



Everyone should work from home if that is possible.

When considering who should be on site the following has been taken into account:

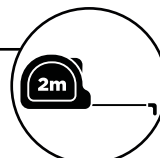
- ✔ The employee having the necessary equipment available to work from home.
- ✔ It is critical for business and operational continuity or regulatory requirements to have the employee brought into the workplace.
- ✔ Employee having any health issues or other considerations i.e. pregnancy or living with vulnerable individuals which may require home working.
- ✔ Employee having any childcare or caring responsibilities.
- ✔ The employee's home circumstances lend themselves to productive home working.

General Guidance



- ✔ Ensure you are wearing a face covering when entering our buildings and offices, walking around corridors and other smart working or communal areas and, when leaving.
- ✔ "Clean as you go" system for routine cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, desks and tables, IT equipment such as photocopiers and printers) is in place. Employees are also responsible for their own workstations/keyboards and desks and should ensure these are regularly cleaned before use and throughout the day.
- ✔ Ensure where possible movement between work stations is minimised and where work spaces are shared there is cleaning between uses.
- ✔ Ensure desks are kept clean in line with the Council's clean desk policy.
- ✔ Ensure any crockery and cutlery in shared kitchen areas is cleaned after use with warm general purpose detergent and dried thoroughly before being stored for re-use.
- ✔ Cleaning supplies are available for employees to use as and when required.
- ✔ Ensure good ventilation (e.g. keep windows open where appropriate).
- ✔ Line managers need to ensure that employees apply to social distancing at all times within their work area.
- ✔ Open and communal food stuff should be removed. i.e. biscuit barrels, shared sweet bowls.
- ✔ Food should be sealed and not left open within kitchens or fridges.

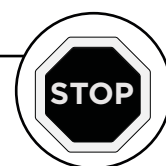
Social Distancing



Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been given to whether that activity needs to continue for the service to operate, and, if so, all the mitigating actions possible to reduce the risk of transmission between employees have been taken. Mitigating actions include:

- ✓ Further increasing the frequency of hand washing and surface cleaning.
- ✓ Keeping the activity time involved as short as possible.
- ✓ Using screens or barriers to separate people from each other.
- ✓ Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- ✓ Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

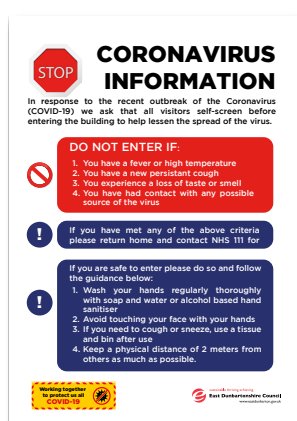
Access and Egress to all council buildings



All access to buildings **MUST** be authorised by the relevant Executive Officer via prior CMT approval. Please do not enter our buildings without first having this authorisation, this is for your own safety.

It is imperative line managers know where their employees are while at work and the teams working together, this is for the purpose of ensuring that we can follow health guidelines.

A Coronavirus screening sign at each entry point has been displayed. This should be read when entering any council building and make sure the guidance is followed. If anyone is presenting symptoms they should not enter our buildings and go home and follow government guidelines on self-isolation.



If you are safe to enter please do so and follow the guidance below:

- ✓ Wash your hands regularly thoroughly with soap and water or alcohol based hand sanitiser
- ✓ Avoid touching your face with your hands
- ✓ If you need to cough or sneeze, use a tissue and bin after use.
- ✓ Keep a physical distance of 2 meters from others as much as possible.

Access and Egress to all council buildings continued

There is an interim sign in/out process and fire register in place until all offices are reinstated and fire wardens are assigned per area.

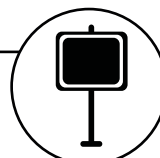
Even for a minimal amount of time, except for deliveries, the sign in/out process must apply to all.

When using available car parks, please follow physical distancing from others when leaving your vehicle and entering the premises.

At some entrances, floor marking for entering the building will be found nearer the door. ***It will not be considered rude to not hold the door for the person behind you.***



Guidance and Instructional Signs



Different areas of the workplace have been populated with signs of guidance or instruction. Where you see a yellow sign, this is a guide as to what is expected behaviour wise throughout the premises. These could be

- ✓ Wash your hands: frequently, for at least 20 seconds,
- ✓ Keep your distance: currently physical distance is of 2 metres,
- ✓ Catch and bin your sneezes: respiratory hygiene followed by hand sanitising,
- ✓ Clean your desk: Use the 'Clean as you go' system to wipe down your desk and items after use;

There will be other signs such as following the one way system and making meetings virtual.

Instructional signs are blue and it will include the maximum number of people that can be at one specific area, such as meetings rooms, toilets, kitchen, employees' rooms, lifts, etc. at any one time.



Hand washing and cleaning materials for “Clean as you go”



We have populated the office areas with hand sanitising products and disinfecting sprays and our handwashing facilities are always stocked up with soap and either paper towels or electrical dryers. The provision of hand sanitiser where it is not practical to wash hands has also been considered for certain areas.

Office Workstations



Each work station has been assessed to ensure that 2 metres social distancing can be applied safely.

Some of the following examples have been included in the new layout:

- ✓ Every second desk blocked off, notice placed on the blocked off desk to advise on social distancing requirements.
- ✓ Hazard tape, corporate signage or some other marking used to place indicators on floors or desk runs to highlight social distancing requirements.
- ✓ Workstations assigned to an individual or team and not shared. If they are shared they should be shared by the smallest possible number of people.
- ✓ Employees who work on a rota, this could be alternate weeks or days depending on service requirements.
- ✓ Continue homeworking arrangements where feasible.
- ✓ Enforce the Council's clean desk/smart working policy.

Where office capacity has been reduced it will be considered firstly if employees will be required and then how within their teams they can return to work. This will depend on service needed.

Consideration will also be given on how different teams will work in locations.

Priority will be to ensure that employees who cannot deliver services through home working or who require access to office facilities can return to work safely when the lockdown eases.



Reception Areas

Reception employees will be required to meet with a large number of persons who may require to access Council information and services. Consideration has been taken of means by which employees can be kept safe.

Floor markings to maintain a 2m distance are in place and where members of the public/visitors require to come closer to employees, either screens/barriers/sign for physical distance will be place. In some places no reception employees will be available.

The installation of hand gel dispensers at reception desks/entrances to buildings will assist in reducing risks as visitors/members of the public could clean hands on entry to the building or before interacting with employees.

Interim sign in/out procedures are in place for employees using council buildings to work in.



Kitchen and Social Areas

Kitchen areas within buildings are generally small, use of these should be restricted with one person only permitted in at any one time unless the room is sufficiently large to allow 2 persons in. Kitchens will have notices outside the door advising on the maximum numbers of persons allowed in at any one time and reminders of physical distancing requirements.

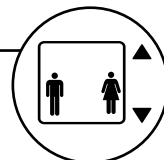
Use of social areas will be restricted. Table spacing will reflect physical distancing requirements with no more than two persons allowed at any table with seating placed 2m apart. Maximum numbers permitted in the area are displayed on the entrances together with physical distancing reminders.

Flexibility at lunch and break times may be required to allow employees to comply with requirements.



Lifts

Lift will not generally allow for physical distancing, only one person should be permitted in a lift at any one time unless the lift displays a sign with a different capacity. Lifts should be prioritised for use by those who have mobility issues or problems with using stairs.



Toilets and changing facilities

Physical distancing between individuals should be practised for anyone using toilet and changing facilities – with people staying a minimum of 2 metres from each other as much as possible, which in practice may mean that only one individual uses the facilities at any one time should the size of the facility be insufficient to allow enough distance between users. Signs are at doors to give employees a maximum number of person using any room including toilets.



Floor markings or marking as “out of use” certain sinks or urinals are in place to help maintain physical distancing requirements.

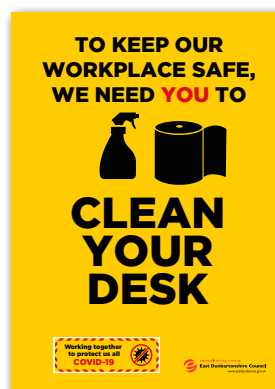


Please bear in mind that the use of these spaces should be as short a period as possible, ideally less than 15 (fifteen) minutes. This period of less than 15 minutes at closer than 2 metres is not considered close contact by definition.

Meeting rooms and interview rooms

Meeting rooms and interview rooms should have a maximum occupancy designated, this will be less than any current permitted occupancy and will take account of ventilation capacity and physical distancing requirements. Where possible face to face meetings and interviews should be avoided and only used where there is no other option available. Telephone interviews and virtual meeting should be considered first.

Meeting rooms should follow the “Clean as you go” procedure used at desks.



Corridors and routing



Crossing in corridors is not considered high risk and can be done safely. Consideration has been given as to how employees move around a building with any pinch points and areas where employees require to pass.

One way systems are in place (where applicable) where corridors are especially narrow.



Employees are advised not to stop and talk in corridors as this can encourage employees to congregate and prevent others from passing.

Floor markings in place to detail 2m zones and areas where employees or visitors should stand.

Use of Council vehicles



Vehicles must be used in accordance with council vehicle use policy.

Ensure when getting keys hands are cleaned before touching keys and after. Ideally, disinfect keys with spray before using. Use of gloves is permitted when handling keys.

The inside of vehicles must be cleaned pre and post use with specific attention to high touch areas such as door handle, gear stick, switches, buttons, etc. A driver's kit should be in place with instructions on how to clean, disposable gloves, hand sanitiser and cleaning wipes.

Clean work vehicles, between different passengers or shifts as appropriate. The user of the vehicle is responsible for wiping down the vehicle.

When using a council vehicle and an employee suddenly becomes ill with COVID-19 symptoms, the vehicle must be returned to base and left for COVID-19 cleaning and disinfecting procedure to be done. No employees will be able to use the vehicle until COVID-19 cleaned or 72 hours have passed since the symptomatic person left the vehicle.

If needed, please travel back with windows open to allow maximum ventilation. If the symptomatic person is a passenger in the vehicle, this person should cover their coughs and mouth with a tissue as to avoid spreading the virus. Once at base follow emergency procedures for COVID-19 or return home if fit enough to drive.

Emergencies and First Aid



In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay 2m apart if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. First aid update has been provided to current first aiders currently at work.

Our premises during the pandemic have not been occupied with the usual number of people and in some cases have been completely empty, therefore alternatives arrangements for emergencies, including First Aid have been sought. The minimum arrangement is an appointed person or a lone working procedure established with their line manager.

Fire signage and actions plans are still to be used and followed as usual. Assembly points still remain the same, however, people should stand while trying to keep a physical distance of 2 metres if possible and safe to do so

Personal Protective Equipment (PPE)



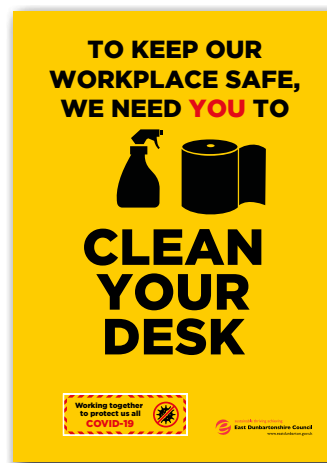
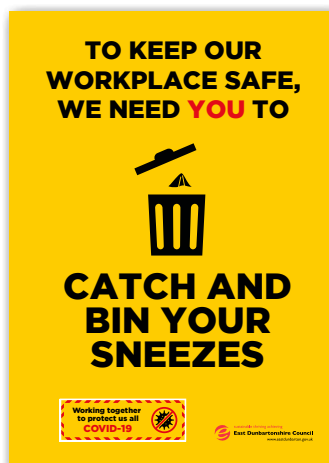
PPE is provided according to the risk assessment of the task to be carried out. Please refer to the current risk assessment for your area.

PPE for Coronavirus will mostly consist of these items:

- ✓ Disposable gloves
- ✓ Disposable Apron
- ✓ Disposable facemask (the mask type will depend on the activity) and where possible the use of this will be avoided by using physical distancing.
- ✓ A visor, in case of splashing.

PPE is always the last line of defence when it comes to control measures and therefore should not be relied upon as the main control measure at our workplace.

Hand washing, respiratory hygiene, physical distancing and cleaning and disinfecting are the main control measures in the fight against COVID-19



Face Coverings

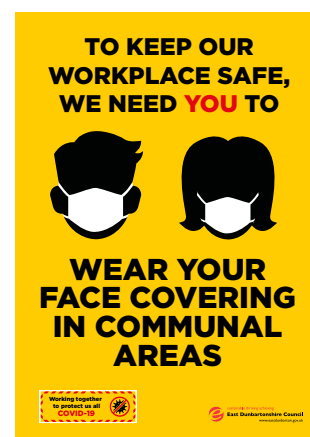


Wearing a face covering is mandatory and anyone attending any of our workplaces must wear a face covering in communal areas, including corridors and stairwells, canteens, kitchen areas and break out rooms and when moving around our smart working areas.

Additional signs have been produced for our workplaces to remind you of these new requirements, and will be on display in all the relevant areas.

You must ensure that you have a face covering with you and that you wear it in the required areas when attending.

It is important to use face coverings properly and safely, ensuring both, your nose and mouth are covered.



To use face coverings safely make sure you:

- ✔ Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.
- ✔ Avoid touching your face or the face covering, as you could contaminate it.
- ✔ Do not put face coverings where others can touch them or where germs trapped in your face covering can touch other surfaces, such as a desk or table.
- ✔ Keep a plastic bag with you to store your face covering if you are taking it off outside your home.
- ✔ Change your face covering if it becomes damp or if you've 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 or at least 60°C. If it's not washable, dispose of it carefully in your usual waste.
- ✔ You still need to practise social distancing wherever possible

Thank you for your cooperation with these measures.