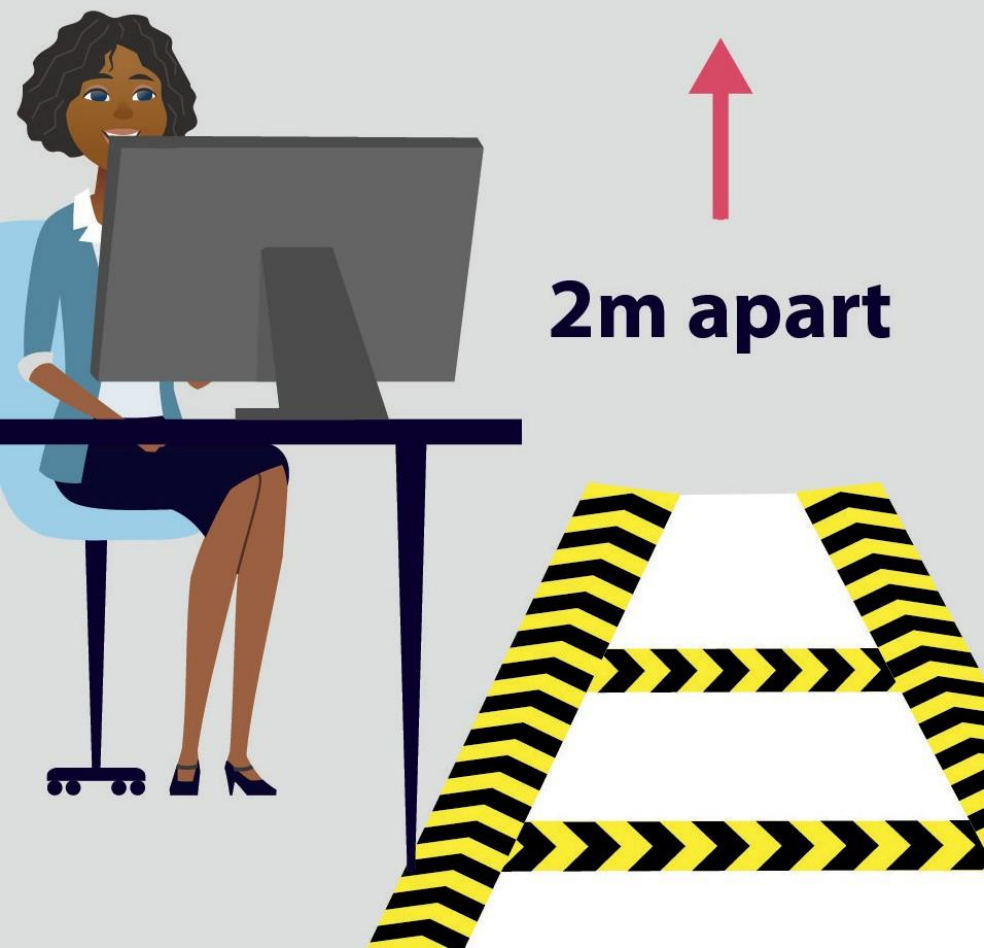


602

Our New Normal - June 2020



2m apart

YHG and Fix 360 have carried out a number of COVID-19 risk assessments in conjunction with our employees and Unite the union, so that we can make sure that everybody's health and safety is protected. We have shared the results of these risk assessments with our staff and to follow Government guidelines, the information below are the results of these assessments for our customers.



- Infection prevention guidance is available for all staff on the Coronavirus page on Youggle
- Information posters and signage are on display in Reception and throughout the building.
- Office based staff will continue to work from home where possible
- Staff who become unwell will be sent home and advised to call 111
- The reception desk has been enclosed with a protective Perspex screen.
- Hand sanitisers, gloves and masks are also available
- Where in use, floors have been marked at 2m intervals to help staff keep the required social distance
- Desks have been taken out of use as appropriate to ensure a safe 2m distance is maintained between the remaining workstations
- Workstations will be assigned to individuals to prevent the risks associated with hot desking
- Chair numbers have been reduced in available meeting rooms to ensure social distancing rules can be adhered to. Actual chair locations are indicated by **signage** on the tables.
- **Unless authorised to do so by the Facilities team do not enter any areas which have been cordoned off or marked with "DO NOT USE"**
- **Try not to pass people on the stairs and always give priority to the person(s) coming down.**
- The lifts have been signed to restrict use to one person at a time
- The toilets, kitchens and print areas have all been signed to ensure use by one person at a time
- An enhanced cleaning regime will ensure that any desks and equipment which are in use are fully sanitised each day
- Suitable soap and water handwashing facilities are provided, and stocks are monitored. **You should always wash your hands after using the toilets**
- Additional deep cleans will be scheduled as appropriate
- Hand sanitisers and anti-bacterial wipes are provided at the entrance, all landings, print areas and individual work areas
- **You should wipe down print and copier equipment after use. Wipes and bins are provided**
- **You should make sure you make your own drinks. Do not make one for anyone else or accept one from anyone else**
- Covid-19 risk assessments are being obtained from all building contractors reviewed /assessed prior to next the scheduled onsite works
- PPE is provided to contractors if they do not bring this themselves
- Contractors are reminded when signing in about the importance of adhering to 2m social distancing rules and wiping down equipment in public areas

