



Ending domestic abuse

# Coronavirus (Covid-19) Operating Policy

SafeLives accepts its responsibilities for premises and sites operating during the Covid-19 pandemic. We aim to protect our workforce and minimise the risk of spread of infection.

This policy is intended to introduce consistent measures in premises and sites of all sizes in line with the Government's recommendations on social distancing.

These are exceptional circumstances and we will comply with the latest Government advice on Covid-19 at all times.

The organisation has undertaken a risk assessment to make the working environment as safe as it possibly can to follow the Government's guidance on coronavirus. A risk assessment has been undertaken prior to any business activities resuming, a copy of which is available [here](#), this has been shared with all staff and is also available on our website.

The health and safety requirements of any business activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

Managers should remind the workforce at every opportunity of the operating procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a premises is not consistently implementing the measures set out below, it may be required to shut down.

This policy will be reviewed monthly and revised as necessary in response to changes in legislation or guidance on methods of working. Employees, contractors, suppliers and consultants are all required to co-operate with us in making this policy work.

Signature

A handwritten signature in black ink, appearing to read 'S. Smith'.

Date 17<sup>th</sup> May 2021

# Self-Isolation

Anyone who meets one of the following criteria should not come to the workplace but should stay home and self-isolate:

- Has symptoms of coronavirus (a high temperature or a new persistent cough or breathlessness, or has noticeably lost their sense of taste and smell)
- Has tested positive for coronavirus
- Is living with someone who has the symptoms or confirmed Covid-19
- Have been told by NHS Test and Trace that they have been in contact with a person who has coronavirus.

# Procedure if Someone Falls Ill

We will:

- Isolate the individual
- Ask them to put on a mask/face covering
- Assess if any other assistance may be required
- Try to avoid the individual from using welfare facilities such as canteens and shower facilities
- Send them home, avoiding public transport where possible
- Instruct the individual to arrange for a Covid-19 test to be undertaken
- Maintain communication with the individual

# Travel to Work

Wherever possible, workers should travel to site alone using their own transport.

- HR to advise on parking arrangements if required (Bristol Whitefriars)
- Aim to use other means of transport to avoid public transport, e.g. cycling

# Building Access Points

We will:

- Stop all non-essential visitors
- Require all workers to wash or clean their hands before entering or leaving the site (we will provide hand cleaning facilities at entrances and exits and around the office; this will be hand sanitiser if soap and water is not practicable)
- Allow plenty of space (two metres) between people waiting to enter site
- Building management will regularly clean common contact surfaces in reception, common areas, access control eg lifts, door handles and delivery areas

# Handwashing

We will:

- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where handwashing facilities are unavailable
- Regularly clean the handwashing facilities and check soap and sanitiser levels

# Canteens and Eating Arrangements

- Break times should be staggered to reduce congestion and contact at all times.
- Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.
- Staff will be asked to bring pre-prepared meals and refillable drinking bottles from home where possible.
- If you are using the office kitchen facilities please wash your hands/sanitise before touching items including the kettle, taps and surfaces.
- Use the dishwasher for crockery and cutlery. Whoever is last to leave the office will need to ensure the dishwasher is put on or you will need to wash up manually. We

would suggest you bring your own crockery/cutlery to limit contact with shared items.

- Workers should sit 2m apart from each other while eating and avoid all contact.
- Follow enhanced cleaning measures of the tap mechanism for drinking water.
- Tables should be cleaned between each use.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- All areas used for eating must be thoroughly cleaned at the end of each break, this is the responsibility of the individuals using the facilities.

## Meetings

The following procedures apply.

- Meetings should be virtual if possible in the first instance.
- Only absolutely necessary meeting participants should attend in person.
- Follow the maximum occupancy for meeting rooms.
- Attendees should be two metres apart from each other.
- Our buildings are temperature controlled by the property managers however air conditioning units will be used while room is in use to introduce fresh air to the space
- Consider holding meetings in open areas where possible.

## Cleaning

- Enhanced cleaning procedures will be in place across the site, particularly in communal areas and at touch points including:
  - taps and washing facilities
  - door handles
  - machinery and equipment controls
  - food preparation and eating surfaces
  - telephone equipment

- keyboards, printers and other office equipment.
- When office capacity is increased rubbish collection and storage points will be increased and will be emptied at the end of each day.

## Occupancy levels

To book into the office you will need to give advance notice to Laura Griffiths (Bristol Whitefriars) or Lindsay Gordon (HubHub London), ideally 1 week minimum.

Capacity Until end of June 2021:

- All meetings are to be conducted remotely, if a larger gathering is required this will need to be done outdoors or in an alternative venue in line with government rules about meeting people outside your home.
- All staff who can work from home are to continue to do so in the short term – only five members of staff are permitted to be in the office at any time Bristol, and four in London (max capacity). Priority will be given who staff who require use of the office to do their role.

Capacity post June 2021 (subject to change if new Covid-19 restrictions are enforced at national/local level):

- HubHub London – Four members of staff spread out at socially distant desks across the office
- Bristol Whitefriars – max 14 staff members in the office. Two people allowed per bank of desks to allow for social distancing and this will be reviewed regularly to see whether capacity can be increased according to guidelines
- Hot desking spaces will be made available in the office on rota or entire office can be booked out for a specific team assuming the number is at or below the maximum capacity allowed