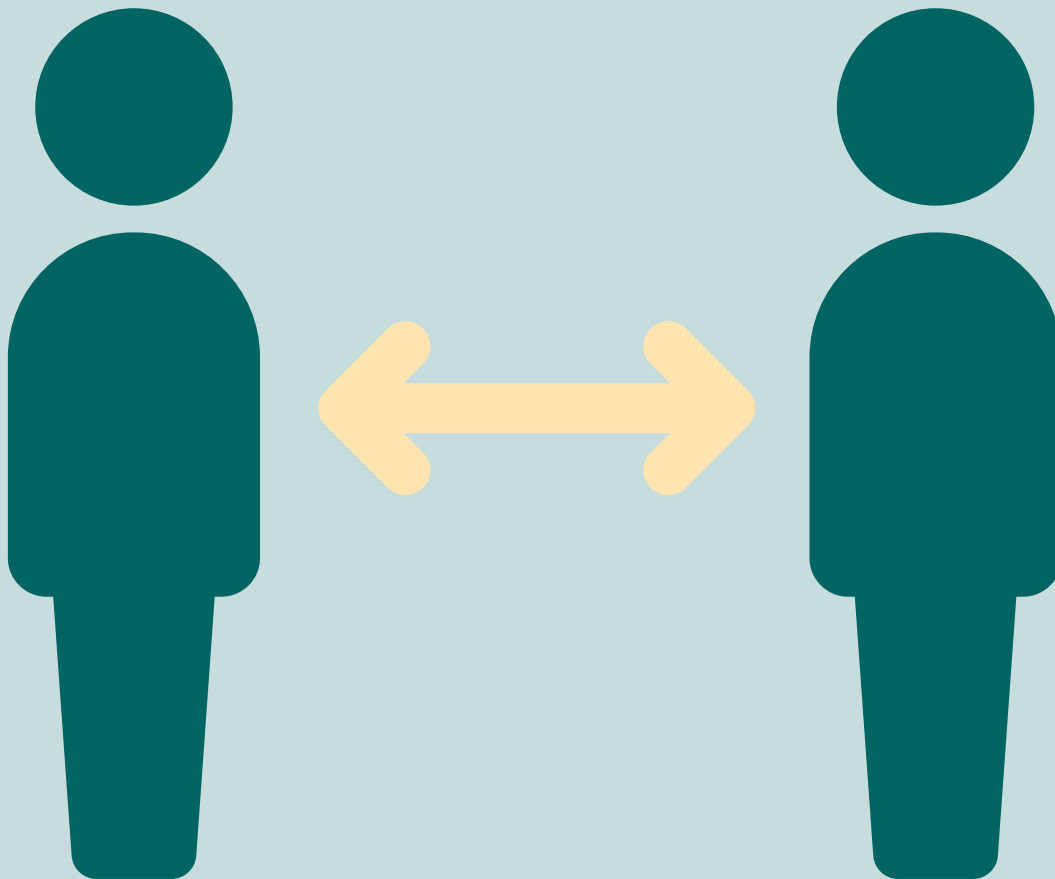


Covid-19 Renewal Programme



STAFF GUIDE DURING COVID-19

A safe return to the workplace

www.glasgow.gov.uk/staffupdates



The purpose of this **Staff Guide**

Our plans for returning to the workplace are following the government's route map out of lockdown and all services are working on renewal plans that will detail how and when we can restart services and most importantly, how we do this safely.

The health and safety of our workforce and citizens is paramount as we prepare for services to get back to some kind of normal capacity. For some time to come, everyone will need to continue to observe physical distancing and good hand hygiene.

Your line manager will provide you with information about the renewal plan in your area and talk to about your health, wellbeing and safety to support your safe return to workplace, when the time is right.

Clearly our workplaces and working arrangements are going to be different while we are still dealing with this pandemic and following the government's guidelines. The capacity in our buildings will be reduced to maintain physical distancing which means that fewer people can return to the workplace, in the first instance.

Before anyone returns to the workplace a risk assessment is carried out by the Health and Safety Team in consultation with our trade union colleagues, and following the council's Physical Distancing Guidance.

Remember, it's your responsibility to protect yourself and others by following the government guidance on physical distancing, hand hygiene and self-isolating if you have symptoms of Covid-19.

Keep following [the government guidance](#) on staying safe and protecting others.

This guide provides you with information about the changes in the workplace that you need to know before you return.

If you have symptoms **self isolate and tell your manager**



What to do if you have symptoms:

- **You and your household should not leave home**, you should self-isolate straight away. You will need to request a test and, if the result is positive, you will be asked to help NHS Scotland to identify who you've had contact with. (This will be done confidentially.)
- You'll find the staff guidance about, **test and protect** [here](#).
- If you are at work when you experience symptoms then you should leave work to self-isolate straight away, if possible, wear a face covering on route and avoid public transport.
- You should inform your line manager about your symptoms and self-isolation.

Keep going to www.nhsinform.scot for advice on symptoms and testing.

Remember to make a travel plan

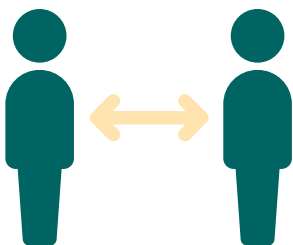


Your manager should already have discussed travel arrangements with you including start and finish times to avoid peak time travel and if you have identified any specific issues.

If you need to use public transport you should plan your journey time to consider avoiding peak times and restrictions on timetables. Government guidance on travelling safely can be found in the link below and you should take the time to read this.

You'll find the Scottish Government guidance about staying safe and protecting others [here](#), this includes the current guidance on wearing face coverings including mandatory wearing of face coverings on public transport and in shops.

Your health and safety Risk assessments



Before anyone returns to the workplace the relevant Covid-19 workplace risk assessments will be carried out at the appropriate level in your Service and in conjunction with Health and Safety Teams, following the council's Physical Distancing Guidance and in consultation with our trade unions. This will make sure that the appropriate staff training, cleaning and maintenance regimes, and physical distancing measures are in place to protect everyone.

1. You'll find a copy of the city centre **office workplace risk assessment** [here](#).
2. For other service specific workplace risk assessment arrangements read the guide [here](#).

Wear a face covering In all communal areas and corridors

Everyone now needs to wear a face covering at work in indoor communal areas (unless exempt), including areas like receptions, staff café hubs, kitchens, admin hubs, corridors, lifts. The workplace regulations on face covering are now available [here](#) and you can read the Scottish Government advice on face coverings [here](#).

You don't have to wear a face covering whilst working at your desk, eating or drinking, so long as physical distancing is being maintained. Wearing a face covering doesn't remove the need to maintain physical distancing of two metres, and physical distancing should be maintained where possible in all areas.



Stay apart guidance and signs

To help you to stay apart at work you should follow the signs and guidance in place to help keep everyone safe.

Changes in the workplace are based on the council's **Physical Distancing Guidance and the relevant risk assessment - you can read the guidance [here](#)**. This mainly applies to the office environment but the principles are the same in other workplaces.

To help everyone to maintain a safe distance, the way you enter and exit a building and move about inside will be different. You'll see lots of signs to tell you what to do, follow the signs in your area.

Here are a few examples:

- Where possible a one way system of entry and exit will be in place. This may include changes to entry and/or exit door for buildings.
- The number of occupants in a lift are restricted to one person. We would ask you to use the stairs but only if you are able to do so safely.
- In most premises staircases have been classed as either up or down stairs and have the appropriate signs displayed.
- Numbers in kitchens and toilets are restricted and signs will show how many people can be in there.
- Floor signage will remind you to keep two metres apart.





DESKS AND WORKSTATIONS HAVE CHANGED

It won't be possible for everyone to work at the same desk they had before now that the workplace has been laid out to maintain physical distancing. When you arrive at work, your manager will assign you a desk.

The desks and workstations you can use have been marked with either, 'don't use this desk' or 'use this desk'. For example, a vacant desk will be required between desks and so that people aren't sitting directly opposite each other.

Any previous DSE specific requirements have been considered, however, if you have specific equipment requirements for your workstation please make sure you have highlighted these to the manager so that they can be addressed.

Clear your workstation at the end of the day so that it can be cleaned properly by cleaning staff and possibly used by someone else the next day depending on your work rota.

LIMIT YOUR USE OF KITCHENS

You'll see some changes in the kitchen to maintain physical distancing and hygiene:

- The kitchens have signs to show how many people can be there to maintain physical distancing.
- Fridges should only be used for milk and foods stored that day only.
- Any unsealed items left in the fridge at the end of day except for milk will be disposed.
- Staff need to wipe down all the equipment touched using the materials provided from the cleaning station.

Cafes and communal seating areas will remain closed for the time being but rest areas will be provided wherever possible. You should eat your lunch at your desk. If you bring your lunch to work, you should also think about preparing this at home to avoid the need to use the kitchen areas.

WAIT OUTSIDE THE TOILET

Signs are displayed to show how many people can be in the toilets at any one time, you should wait outside to maintain a safe distance.

KEEP MEETINGS VIRTUAL

To cope with the reduced capacity for meeting rooms and to reduce face to face contact in the workplace you should continue to promote virtual meetings with video and voice calls.

If you do need to use a meeting room, the number of people that can be in each meeting room to maintain physical distancing is shown on signs outside the room and on the online FM Easy booking system.

The meeting organiser is required to make sure that any common touch points are wiped down before the meeting room is used. Cleaning stations (with Quest+ and blue roll) are located in areas close to meetings rooms. They should also open a window at the start of the meeting and close at the end of the meeting.

Your health and safety

Help stop the spread

In this section you'll find the actions we're taking to help stop the spread of the virus and what you can do too.



KEEP WASHING YOUR HANDS OR USE SANITISER

To help keep everyone safe it's your responsibility to maintain good hand hygiene:

- Keep washing your hands regularly with soap and water for at least 20 seconds. Washing your hands remains the best way to prevent the spread of infection.
- Use the hand sanitiser provided before you enter the building.
- Hand sanitiser should be applied using the same motion as when washing with soap and water, make sure it goes all over the hands.
- Hand sanitising stations have been placed around the building for you to use when you're moving around.
- Please note that hand sanitiser is highly flammable, therefore hands must be thoroughly dried prior to going near a heat source.

CLEANING

Cleaning staff will continue to clean the areas as they did pre Covid-19.

Cleaning schedules have been reviewed to ensure particular attention is given to toilets, all touch points such as door handles, light switches and lift buttons.

Cleaning procedures and cleaning materials have been reviewed in line with the Scottish Government and Health Protection Scotland guidance for cleaning of non-residential properties. Additional cleaning will be provided where required.



KEEP YOUR AREA CLEAR

You need to make sure that your workstation is clear at the end of the day so that it can be cleaned properly by cleaning staff.



KEEP YOUR OWN EQUIPMENT CLEAN

Cleaning materials are provided for you to wipe down your equipment including keyboard, mouse and telephone when you arrive at your workstation at the start of the day, during the day and at the end of the day.

A number of cleaning stations will be set up with a spray bottle of Quest + (which is effective against envelope virus, to which Coronavirus belongs) and blue roll. Blue roll should be sprayed and then used to wipe down your workstation.

The Catering and FM cleaning team will ensure that adequate levels of cleaning chemical is available.

LIMIT USE OF MULTI-FUNCTIONAL DEVICE (MFD) STATIONS

Hand sanitiser will also be available at Multi-Functional Device (MFD) stations. MFDs should be limited to essential use only.



VENTILATE AND DON'T USE DESK FANS

Ventilation is an important element in prevention of spread of potential infection, and the windows will be opened where practical to provide additional protection through external air circulation.

Please note that desk fans should only be used in the office if this can be done in conjunction with natural ventilation, like a window or door being open, to reduce the risk of spreading the virus through the internal air circulation.

Your health and safety

Fire safety and first aid

A fire reporting officer for each area will be identified by managers, as it the normal practice. Fire evacuation will be at your normal evacuation assembly point. You should re-familiarise yourself on your return to work if you are not sure of fire exit and assembly points.

Should the fire alarm sound (unless you are advised of a test) please leave the building by the nearest fire exit and make your way to the assembly point location. Advise the fire reporting officer of your presence.

Scottish Fire and Rescue Service issued guidance which confirmed that Fire doors must continue to be kept closed at all times. Therefore Fire Doors cannot be wedged open to reduce touching.

In the event of an emergency evacuation, all stairs routes are deemed as two-way.

A first aider will be present on days staff attend the workplace. While Coronavirus is still active, any First Aider requiring to perform CPR will do so with compressions only.

If you are a recognised First Aider, please contact your Service Health and Safety Manager for further advice and to make sure your required training is up to date.

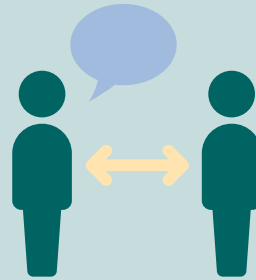
Health and wellbeing



Taking care of our mental health is just as important as protecting our physical health during this pandemic, particularly as we adjust to working from home or other new ways of working.

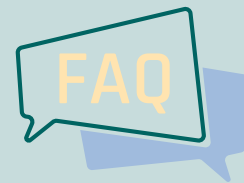
You'll find support and guidance available [here](#).

Say if it's not okay



If you don't see any of measures we've described in this guide at your place of work then you should tell us. Talk to your line manager in the first instance.

Questions and answers



You can send any question to insider@glasgow.gov.uk and these will be used to update frequently asked questions section at staff updates on the website.

For all updates go to www.glasgow.gov.uk/staffupdates