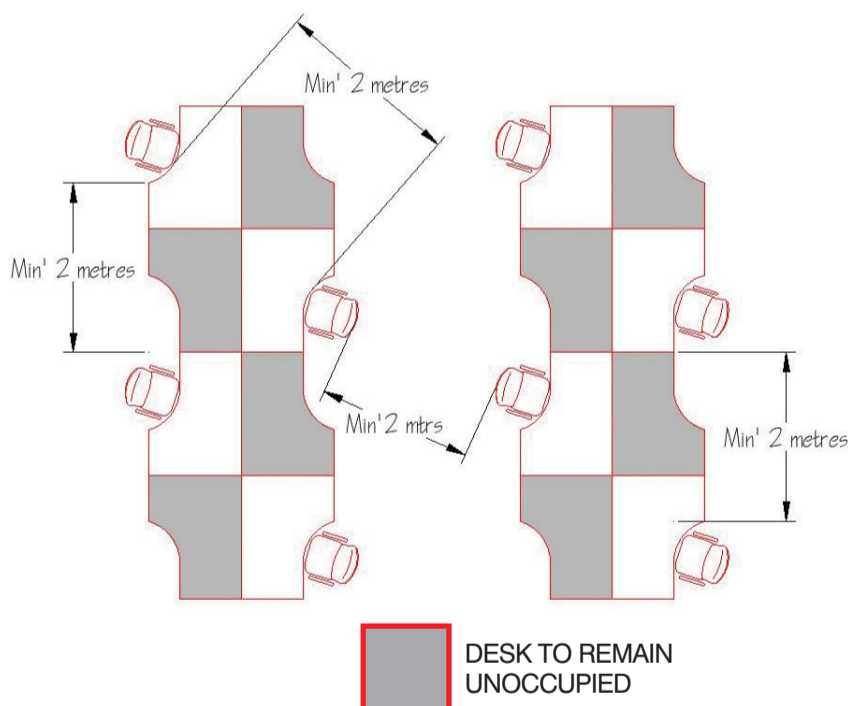


# (COVID -19) - Coronavirus

## Physical Distancing in the workplace Office Accommodation Standards A guide for managers/staff

Everyone attending a place of work **MUST** take all reasonable measures to maintain physical distancing in the workplace to comply with guidance under regulation **7A of the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020.**



**Should you have any queries please contact:**

**Head of Operational Property:  
01443 281188**

Corporate Estates will provide the maximum number of occupants.

**Health and Safety Advisor:  
01443 425536**

Corporate Health and Safety will be able to discuss concerns.

### Managers must:

- Take reasonable measures to **ensure a 2m physical distance** is maintained between all staff
- Provide **hand sanitiser/wipes** in appropriate locations i.e. entry/exit points, signing in, MFD's, shared ICT kit
- **Not exceed** the max number of staff in the office, kitchen and toilets
- Ensure an **enhanced cleaning regime** is introduced for the office and workstations
- **Use virtual meetings** if physical distancing is not possible
- Ensure a **clear desk policy** is maintained
- Ensure staff **do not cross on stairs** – use one way travel wherever possible
- Restrict use of **lifts to 1 person** (and a carer) at a time
- Mark out **2m exclusion zones** at lift doors, entrance to facilities, fire signing in book, etc
- Use Kitchens for individual beverages only **NO food preparation**
- Consider having **staggered start/finish times** for staff to avoid gatherings in confined spaces

### Staff must:

- Ensure they are **symptom free** while working from the office
- Maintain a **2m distance** between themselves and colleagues wherever reasonable and practicable to do so
- **Regularly wash hands** with soap for a minimum of 20 seconds
- Make use of **hand sanitiser/wipes** as appropriate
- Adhere to the **max number of staff** in the office, kitchen and toilets
- Adhere to the **clear desk policy** and ensure individual workstations are **cleaned/sanitised** before re-use
- **Use common sense** when moving around the workplace and be courteous to colleagues when waiting to enter spaces/use equipment