**Office rules for Pippbrook – with effect from Monday 4th October – FINAL (21/9/21)**

As from October, many staff who have not been regularly attending Pippbrook will start to do so again, in accordance with the Hybrid Working Policy which is being piloted.

As a result of this, and the government’s road map to release the country from Coronavirus restrictions, the office rules for attendance have been re-drafted.

Please take a few moments to read the Office Rules below **before you attend Pippbrook** from 4th October. These rules have been devised in accordance with the Pippbrook Risk Assessment which you can find here (LINK to follow).

If you have any questions or concerns about these safety measures, or the way in which they are working in practice, you can raise them with any of the managers associated with your service (your own line manager or their manager etc.), with your Executive Head of Service, or with [Staff Hub](https://molly.molevalley.gov.uk/staff-information/staffhub/). Staff Hub are your formal health and safety representatives, empowered by the Health and Safety Committee for MVDC.

**Before you come in**

Note the circumstances in which you must not come in – in particular if you are legally required to self-isolate or quarantine, or those contained later in these rules.

Please do a lateral flow test in accordance with [Q55 of the Staff Coronavirus Q&As](https://molly.molevalley.gov.uk/homepage-2-column-coa/corona/qas-for-all-staff/). If you are coming in twice a week, please co-ordinate your attendance with the days you do this. (If you are coming in every day, we do not require you to test yourself every day in the absence of any other factors, such as those below).

Plan your journey – if you have to come on public transport you may be able to alter your journey so it is not so busy. See [gov guidance](https://www.gov.uk/guid%20ance/coronavirus-covid-%2019-safer-travel-%20guidance-for-%20passengers). If you choose to car share, guidance to reduce risk is available [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991060/coronavirus-safer-travel-easy-read-guidance.pdf).

If you feel ill with [Coronavirus symptoms](https://molly.molevalley.gov.uk/homepage-2-column-coa/corona/page-1/) you must not attend until you have a negative test or have ended your self-isolation period. At the time of writing you will be [required to do a PCR test.](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/)  If this is positive, you must stay home, inform your manager and [follow this procedure](https://molly.molevalley.gov.uk/wp-content/uploads/2021/09/What-do-I-do-if-I-have-a-positive-test-for-Coronavirus-OUTBREAK-PLAN-FINAL.pdf).

If you share a household or have been informed by Test and Trace (either directly or via the app) that you have been in contact with an infected individual, you must not attend Pippbrook (or work outside the home in any way). Please see attached policy.

If you feel at all unwell, please do a lateral flow test. If possible, and if you’re well enough, working from home will reduce spreading other illnesses that are catching too. Discuss with your manager if necessary.

Please make sure you bring a face covering. You will need this when you are moving around the office or meeting customers. If you are likely to need to wear for more than 4 hours you should bring two. If you forget it, you can contact Property for one. If you were exempt from wearing face coverings, you should wear a sunflower lanyard to avoid embarrassment as others may tell you to wear it if they see you without one (and without a lanyard).

If you have concerns about your seating arrangements, you should discuss this with your manager in advance.

You will want to prepare yourself by bringing in your own crockery, cutlery etc. We continue to encourage you not to make each other drinks or prepare food for each other.

You should allow extra time to prepare your work space so arrive in plenty of time, not just before a meeting starts or you are required to start taking calls, etc.

**When you arrive**

Do not walk through reception on arrival – you must use a staff entrance. The entrance to the left of main reception has doors which you do not need to touch to open. There is hand sanitizer in the entrance for your use.

On arrival at your workspace, please wipe the desk and all surfaces and handles you will be touching, or that other people could have touched – your desk surfaces, arms of your chair, door and drawer handles, phones, etc. You should find wipes and spray near you. Once you have used them please return sprays to where you find them or the location marked on the bottle.

If you find somebody is using a desk you normally use or that you will be sitting nearer somebody than you are comfortable with you may need to find another desk, and if this is a desk someone else usually uses you must clean particularly scrupulously. There are plenty of hot desks and empty desks (pictures to follow). (If you were one of the people who were advised to ‘shield’ at an earlier stage of the pandemic, your manager should have discussed how to make your workspace safe in accordance with a medical risk assessment. If this has not been done, you must discuss it with them before you return).

Please make sure you wash your hands thoroughly, on arrival, throughout the day, after photo-copying or handling post, before eating etc. You will find instructions on safe handwashing at all the hand basins. There is a display unit monitoring toilet attendance, you will be able to see how busy it is. You can use your own discretion as long as, whatever you choose to do, you maintain social distancing. Wait outside if it’s too busy.

You may prefer to store your belongings in your own area, rather than using a shared coat-stand etc.

If you have not already done so you can collect a stylus from the property team. This is to enable you to use the photocopier without touching the keypads. (You are not required to use it, it is at your discretion).

**During the day**

Please remember to socially distance. Whilst we are no longer in a situation where this will be enforced, it will avoid awkwardness with others who are much more concerned to keep their distance. If you go and speak to other people at their desks, wear your face covering and maintain space. If you sit down near them you can remove your face covering but only if you’re at least 2m away (you may be closer if you maintain your mask/do not face them). Allow the other person to tell you if they feel uncomfortable.

There is no longer a one-way system so you must use your discretion – hang back if the gangway is busy and wait until it is clear; don’t linger in busy areas causing a bottle neck. In the kitchen you will see there are still markers to encourage people to keep apart as this is a potentially busy area – please be guided by these. If you see the sink or hot water points are being used, please wait your turn on one of the markers. You may prefer to make a hot drink at quieter times (e.g. not first thing if you arrive when many others are arriving).

If you wish to use the break out area in the kitchen to eat your lunch, have a drink or socialise with your colleagues you are welcome to do so but we continue to encourage you to maintain your distance. There are wipes and sprays for you to clean down any tables, and for use before and after using kitchen equipment. Wash your hands regularly and thoroughly during the day, particularly before eating, drinking or touching face. This includes after opening the fridge, handling milk bottles, touching vending machine, surfaces etc.

There is a display unit monitoring toilet attendance, you will be able to see how busy it is. You can use your own discretion as long as, whatever you choose to do, you maintain social distancing. Wait outside if it’s too busy. Wash your hands thoroughly after using the toilet, after touching anything other people may have touched, before you eat or touch your face etc. Guidance on safe hand washing is displayed near the hand basins.

If you smoke, you can use the smoking shelter but remember you will be likely to touch your face so will need to make sure you wash your hands before and after your visit. You should continue to social distance whilst using the shelter.

If you use the meeting rooms, make sure you pay attention to where you will sit – continue to practise social distancing, wear your face covering while arriving/leaving or when moving around, wipe the table in front of you before/afterwards and use your own equipment. Make sure you adhere to any risk assessments that have been prepared in relation to each meeting. There are maximum attendance numbers for each room – do not exceed this.

Remember hands, face, space at all times and, if you are meeting people, allow time to clean where you are sitting and wear face coverings while you arrive until you are settled. The white heating/cooling unit must be turned on during meetings to ensure adequate ventilation. To improve air flow you should leave the doors open once you have finished your meeting.

If you are meeting somebody in reception, read the Reception Risk assessment (link to follow) in full in advance.

If you feel ill with Coronavirus symptoms which you start to feel during the time you are in the office, you should leave immediately, contact your manager to tell them and arrange for a test. If you are unable to do this and you need somewhere quiet and safe to wait, you may use the Old Post Room. The Old Post Room is on the first floor between the ladies loo and the door to the roof.  There are notices in the room informing you what to do.  Take a mobile with you if you can, your proximity pass and all your belongings. If you test positive, [follow this procedure](https://molly.molevalley.gov.uk/wp-content/uploads/2021/09/What-do-I-do-if-I-have-a-positive-test-for-Coronavirus-OUTBREAK-PLAN-FINAL.pdf).

In the event of an emergency, for example, an accident or fire, you do not have to stay 2m apart if it would be unsafe. If you hear the fire alarm, follow the procedure (LINK to follow) - leave by the nearest available exit to gather, socially distanced, in the car park.

**Before you leave**

Allow time to clean the desk and all the surfaces around where you have been working. You should leave the desk totally clear as somebody else may need to use it and will not want to find personal belongings as this is a potential hygiene hazard.

You may leave by any available staff exit (not reception). There is hand gel near the staff exit by reception.

Take your laptop – in case you are unable to come out for work purposes but can continue to work offsite or from home.