AXIOM • DESIGN
ASSOCIATES

Covid-19
Thinking of Returning to the Office?

Current Government Advice

Working safely during the coronavirus outbreak – a short guide

HSE
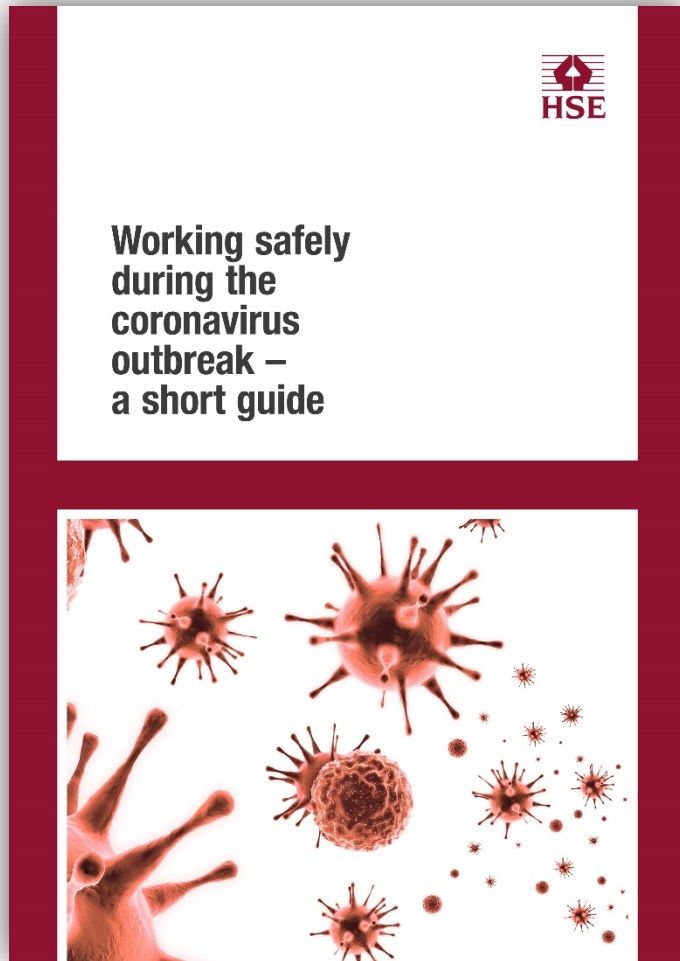
- Work at home if possible.

- If it is not possible to work at home, return to work only if it is safe to do so.

- If opening a workplace a risk assessment must be carried out first. This does not need to be written down for organisations of up to five people.

AXIOM • DESIGN
ASSOCIATES

How Many People?

- Decide how many people need the office.

- Consider shift patterns.

- Calculate the number of safe desks.

- Consider access points, toilet and kitchen facilities.

- Install a one way system.

- Pay attention to doors or junctions.

- Review common areas and shared spaces.

AXIOM • DESIGN
ASSOCIATES

Example Plan
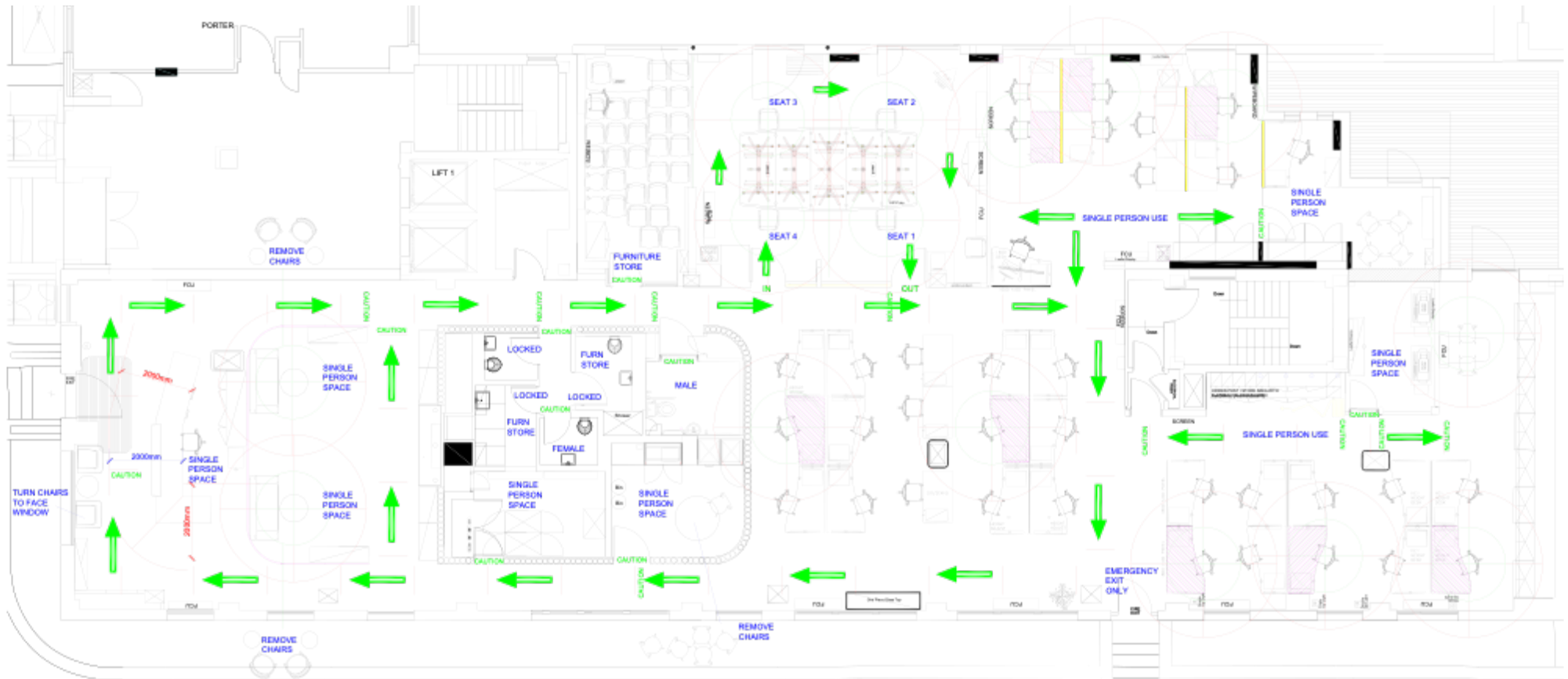
- Pink = Social distancing desks
- Red circles = 2m diameter
- Green circles = 1m diameter

AXIOM • DESIGN
ASSOCIATES

Protective Products

- Protective, easy clean screens can be used to help reduce the transmission of particles from coughs and sneezes across and in between desks.

- Floor standing dividers can offer protection as well as defining routes and segregated areas.

AXIOM • DESIGN
ASSOCIATES

Protective Products

- Use mats, stickers and 2m markers to denote social distancing desks as well as routes around the office.

AXIOM • DESIGN
ASSOCIATES

Environment

COVID-19 Prevention

Please clean and sanitise your work area before and after use

- Make antibacterial cleaning supplies available to staff including touch free hand sanitizers in reception, kitchen, conference room and hub area.

- Possibly employ appointed cleaner, constantly cleaning areas/items in constant use, all handles, surfaces, toilets, kitchen and meeting rooms.

- Install touch free waste bins, recycling and security waste bins.

AXIOM • DESIGN
ASSOCIATES

Sources and Contact Details

- https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm

- https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres

Please contact me for further details:

Lisa Bliss

01277 233 533
lisa@axiom-design.com

AXIOM • DESIGN
ASSOCIATES