

*NB: Please note that the site rules listed within this document are generic examples and individual LCC buildings may have different or additional rules in place. It's important that you read the specific site rules and risk assessment for the building (s) you or your staff are working in.*

## Introduction

These 'Site Rules' apply to INSERT SITE NAME and apply to all working from sites/areas/officers/ location within, regardless of position, role, or task being undertaken. These 'Site Rules' apply to all building users including tenants and contractors.

As these rules are to protect all site users, failure to follow these rules may result in individuals being asked to leave.

Working from open LCC building is **only** permissible if:

- You cannot work safely from home;
- Your manager's request that you work from an open building has been granted;
- If you do not have symptoms of Covid-19 or been around people with symptoms within the last two weeks or awaiting the results of a Covid-19 test.

## Site Rules

### On arriving at site:

- Sanitise hands using sanitiser provided at reception / within foyer;
- Maintain 'social distancing' as per Government guidance;
- Provide name and e-mail address to Receptionist upon arrival;
- Read and understand site rules.

### Once 'signed in':

- Make your way - following signage / one-way system - to your designated work area;
- Maintain 'social distancing' at all times;
- Note that one staircase will be marked 'up' and another 'down' – always use the correct staircase for the direction you are travelling at all times (the only exception being an emergency evacuation e.g. fire alarm);
- Lifts may be used by those with mobility issues or to alleviate manual handling tasks, but only one person at a time;
- Use hard surface sanitiser before pressing lift buttons (internal and external) and hand sanitiser on leaving a lift.

### Once at your designated work area:

- Only sit at a desk with a 'green' sticker on;
- All other desks should not be used;
- Ensure that there is a minimum of one desk space or two metres, whichever is the greater either side of you;

- Before starting work, use hard surface sanitiser provided to sanitise keyboard, mouse and Avaya phone;
- Do not use a mouse mat;
- Maintain 'social distancing' whilst working / at work / moving from workstation to kitchen or toilets.

### **If you develop COVID-19 symptoms whilst at work:**

- Contact the Property Service Centre, provide your exact location;
- Inform your manager of the situation;
- Notify the people working in the same room;
- Pack away your equipment – e.g. laptop, mouse, phone, etc.;
- Remove green sticker from desk;
- Leave the building;
- Go home, self-isolate;
- Book a Covid-19 test.

### **Shared equipment:**

- Your personal equipment – e.g. laptop, mouse, keyboard, phone - are not to be shared / used by others;
- General (or fixed) office equipment (photocopiers, for example) can be used by more than one person; however, buttons / switches / press pads are to be sanitised before each use, using the sanitiser provided;
- Use hand sanitiser provided before and after use of shared equipment;
- Only one person at a time to use the MFD's.

### **Emergency evacuation of building:**

- Leave building by the nearest exit. However, in an emergency evacuation e.g. fire alarm, the one way system does not apply;
- Make your way to the Assembly Point in front of main entrance;
- Maintain 'social distancing';
- Await the 'roll call' and further instruction.

### **First Aid:**

- If First Aid assistance is required, please dial 01522 552744;
- First Aid boxes are available around the building for self-administration of minor injuries.

### **Use of kitchens:**

- Only one person per time;
- Only use designated kitchens;
- Only use your own cutlery, crockery and cups / glasses;
- Use sanitiser on microwave / fridge handles before and after use;
- Use sanitiser on kettle / boiler handles before and after use;

**Use of toilets:**

- Only use designated toilets;
- Toilets will operate on a 'one in' / 'one out' basis.

**Finishing work:**

- Do not leave any belongings in the office – e.g. cutlery, cups, etc. – i.e. always take them home with you;
- Do not leave any of your IT equipment in the office – e.g. laptops, keyboard, mouse, etc. – i.e. always take them home;
- Sanitise desk / chair arms / chair back before leaving the area.

**Leaving the building:**

- Leaving the building at any time, you must sign out at main reception;
- Please note that other than main reception, all exit doors are alarmed and can only be used in an emergency;
- Leave the building the same way that you arrived, following the one-way system, respecting social distancing and taking the 'up' and 'down' staircases into account;
- Sign out at Main Reception.