



Re-occupation of Work Premises & Offices Following the COVID-19 Lockdown



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Introduction

On 23rd March 2020, the UK Government announced a series of measures aimed at minimising the spread of the COVID-19 disease and reducing pressure on the NHS. The general public were advised to travel to and from work only where it was 'absolutely necessary' and the work could not be done from home. In response to this, a significant number of employers across the UK closed their premises.

Now, there are encouraging signs that the spread of the virus is being brought steadily under control, and the government is frequently reviewing lockdown measures.

Whilst the discussion around re-opening workplaces is still evolving, the purpose of this guidance is to outline to employers the range of issues that they must consider in preparing for re-occupation.

Note: this guide is not intended to cover construction sites, health and social care activities, which have their own sector specific guidance in place.

Re-occupation Risk Assessment

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires employers to conduct suitable and sufficient risk assessments covering risks to employees who are at work and also risks to non-employees arising from their operations and to make and give effect to appropriate arrangements for planning, organisation, control, monitoring and review.

Given that existing risk assessments may not cover COVID-19 hazards in sufficient detail, employers may wish to develop a specific risk assessment as part of their re-occupation planning. They must also consider how the key findings and controls from the risk assessment are effectively communicated to staff and other interested parties and how they are implemented.

In terms of topic areas, a re-occupation risk assessment might cover the following:

- how employees and contractors can safely enter premises that may have been closed for a number of weeks to prepare the site for re-occupation
- how to safely restart equipment and machinery that has been de-energised or just out of use for a period of time
- how social distancing measures will be maintained (especially around entrances, lifts and other common areas)
- the provision of adequate hand washing and welfare facilities
- cleaning operations (in the context of COVID-19)
- whether further training is required both in relation to COVID-19 and in relation to routine operations that may have become unfamiliar to staff due to a period away from the workplace (and how this will be delivered).

There may also be specific risks, which are relevant to each of the activities outlined below, and for which a more detailed assessment of risks and controls will be required.

For a more thorough overview of the areas that you should consider in your risk assessment, refer to the checklist we've added at the end of this document.

Building Safety

Fire Safety Systems

The Regulatory Reform (Fire Safety Order) 2005 and the Fire (Scotland) Act 2005 require employers to ensure that fire safety equipment is subject to a suitable system of maintenance and to be kept in an efficient state, in efficient working order and in good repair. This would normally be achieved by following the relevant British and European standards and manufacturers' instructions for the different types of equipment. As such, even during lockdown, employers should have continued to carry out periodic tests and inspections on key fire safety measures, such as fire alarms, emergency lighting, fire extinguishers and sprinkler systems – especially where staff remained on site, e.g. security guards.

A failure to maintain this equipment, even where a building is closed and not in use, may also invalidate an organisation's insurance including premises and building interruption insurances.

In terms of re-occupation, all relevant fire safety equipment and systems must be tested before employees and others are allowed back on site. This would typically include:

- a full functional test of the fire detection and alarm system (using multiple call points across the site and involving the call receiving centre if appropriate)
- a full discharge test of the emergency lighting system across the site
- a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged and that annual servicing is within date
- checking that fire escape routes are clear of any obstructions
- checking that final fire escape doors are unlocked and operational
- checking the operation of internal fire doors to ensure that they close properly and are undamaged
- checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.

Employers must also be aware of any formal maintenance inspections which may have been missed during lockdown and arrange for these to be completed before re-occupation.

Water Management – Control of Legionella Bacteria

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) require duty holders (which includes employers) to manage hot and cold water systems to minimise the risk of exposure to Legionella bacteria (specifically in aerosol form).

This is supported by the HSE's Approved Code of Practice (ACOP) L8, which outlines the measures that duty holders must take, including keeping water systems clean and free from nutrients and not allowing water to stagnate. HSG274 – Legionnaires' Disease Technical Guidance also provides further advice on identifying and assessing sources of risk, preparing a written scheme to prevent or control risk, implementing, managing and monitoring precautions, and keeping records. Failure to adequately control exposure to Legionella bacteria could lead to a prosecution under the Health and Safety at Work, etc Act 1974 (HSWA) and/or the COSHH regulations.

Where water systems have been completely taken out of use, or only partially used for an extended period of time (which could be as little as two or three weeks), there is an increased risk that Legionella bacteria could have multiplied to hazardous concentrations. As such, there is a number of factors that need to be considered when bringing the water system back into use.

Firstly, the system should be thoroughly cleaned, flushed and disinfected. This could be achieved by disinfecting the system with an appropriate biocide (normally based on chlorine) in conjunction with an extended flushing of all outlets under controlled conditions. HSE guidance recommends that this should normally be based on chlorine dosed at 50ppm for a minimum contact period of one hour, at the end of which the concentration should be no less than 30ppm free residual chlorine (although it is noted that lower concentrations and longer contact times may be considered acceptable).

Alternatively, thermal disinfection of the system could be used (by raising the hot-water temperature to a level at which Legionella will not survive, i.e. above 60?). It should be noted, however, that thermal disinfection may be less effective than chemical disinfection and advice should be sought from a specialist water treatment company on appropriate cleaning and disinfection of the specific system.

To confirm the effectiveness of cleaning, flushing and disinfecting measures, microbiological sampling should then be undertaken between two and seven days after the system is refilled. Please note that samples taken immediately after the disinfection may give false results. Again, duty holders may need to seek further advice from a specialist water treatment company.

Duty holders should also conduct temperature checks on designated outlets, e.g. sentinel taps (as outlined in the written scheme) to ensure that the system is performing as expected.

It is also important to remember that, prior to any cleaning, flushing or disinfection work, a site-specific risk assessment and method statement should be developed. In particular, control measures need to be established to protect those undertaking initial flushing, due to the risk of them being exposed to contaminated aerosols. This is especially true in relation to flushing showers (and arrangements to contain the water from showerheads and route it directly to a drain, away from the person undertaking the flushing, may be necessary). A record of all work undertaken must also be maintained by the duty holder.

Finally, it should be remembered that where a wet cooling tower or evaporative condenser has been taken out of use, there is a requirement under the Notification of Cooling Towers and Evaporative Condensers Regulations 1992 to notify the local authority that it is being returned to service.

Asbestos Containing Materials (ACMs)

The Control of Asbestos Regulations 2012 require duty holders (which can include: employers; building owners; those who are responsible through a contract or tenancy agreement; and those who have control of a building with no formal contract or agreement) to manage asbestos containing materials. There are also general duties to protect employees and other persons from asbestos under the Health and Safety at Work, etc. Act 1974 (HSWA). Failure to protect employees and other persons from exposure to asbestos could lead to the duty holder being prosecuted.

The weather has been relatively stable across the UK during the first part of the lockdown period. As such, it is less likely that external asbestos containing materials (ACMs) have become damaged from factors such as high winds and water ingress (e.g. rain). Likewise, with premises being closed, the risk of internal ACMs becoming damaged is also relatively low. However, it is recommended that duty holders complete a thorough visual inspection of all ACMs prior to re-occupation to confirm this. Where any damage to ACMs is observed, the area should be isolated immediately, and advice sought from a specialist licensed asbestos management company.

It is also important to remember that the location and condition of any ACMs are provided to contractors who are helping to prepare the site for re-occupation, to ensure that they do not disturb them.

Deep Cleaning for Re-occupation

The HSE's guidance on the Control of Substances Hazardous to Health Regulations 2002 (COSHH) states that whilst "the general duties of COSHH apply to incidental exposure to, and deliberate work with, biological agents... COSHH does not cover a situation where, for example, one employee catches a respiratory infection from another". However, Sections 2 and 3 of the Health and Safety at Work, etc Act 1974 (HSWA) place a general duty of care on employers for ensuring the safety of their employees and others and this extends to issues relating to the COVID-19 pandemic. As such, employers must be able to demonstrate that they have taken reasonable steps to protect their health and safety and to provide a safe place of work. Therefore, whether or not an employer decides to 'deep' clean their premises ahead of re-occupation will depend on various factors.

As with many similar diseases, COVID-19 is spread when an infected person coughs or exhales droplets of infected fluid. If someone is standing within one metre of a person with COVID-19 and they breathe in these droplets they can become infected. These droplets can also fall onto nearby surfaces or objects. Other people can then be infected with COVID-19 by touching these contaminated surfaces or objects and then touching their eyes, nose or mouth.

It is important to remember, however, that the SARS-CoV-2 virus (which causes COVID-19) has a limited life expectancy on surfaces and objects and the infection risk decreases over time. Whilst it is not yet clear at what point there is no risk, studies have suggested that, in most circumstances, the risk is likely to be reduced significantly after 72 hours. Therefore, where buildings/rooms have not been accessed for a number of weeks during lockdown, it is highly unlikely that they will present a COVID-19 infection risk upon re-occupation. However, a deep clean may be necessary just for general hygiene and cleanliness purposes after a prolonged period of closure.

A further factor is whether people have been on site whilst premises have been closed, for example security guards, maintenance contractors, etc. Provided that they have not reported COVID-19 symptoms, again the risk of infection is considered low. However, if possible, all staff (and others) could be excluded from buildings/rooms for 72 hours ahead of re-occupation as an added safety precaution.

Possibly the most difficult factor to anticipate is the expectation from employees and other users in terms of whether the premises have been deep cleaned. As such, and notwithstanding the issues above, employers may decide to carry out a deep clean simply to give their returning employees peace of mind and a pleasant workplace, to which they can return.

Plant and Equipment Safety

Employers have general duties under Sections 2 and 3 of the Health and Safety at Work etc. Act 1974 (HSWA) to ensure, so far as is reasonably practicable, the health and safety of their employees or any persons not in their employment who may be affected by their undertaking. There are also duties under Section 4 in relation to ensuring, so far as is reasonably practicable, that the premises, all means of access and egress and any plant or substances within the premises are safe without risk to health. In addition, there are a number of specific requirements on employers under the Provision and Use of Work Equipment Regulations 1998 (PUWER) to ensure that, where plant and equipment is used, it is properly installed and commissioned, regularly inspected and maintained and (where required) subject to formal 'statutory' inspections by competent persons. These are also further specific requirements under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the Pressure Systems Safety Regulations 2000 (PSSR) and the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Failure to follow either these general duties or specific requirements under relevant legislation could lead to the employer being prosecuted.

Restarting Plant and Equipment

Employers must establish a clear plan for restarting any equipment that has been taken out of service or just remained unused during lockdown. This is to ensure the safety of those who are undertaking the maintenance as well as protecting the equipment from damage. The restart process may require electrical and mechanical isolations to be reconnected, fluids to be refilled and plant and equipment to be reenergised in a specific sequence or order. Planning should therefore be based on manufacturers' instructions, commonly accepted technical guidance and by making reference to specialist contractors (where required). Employers must also ensure that those who are carrying out the work are competent to do so. In doing this, it is important to have adequate contractor control and coordination between different contractors undertaking different work.

Once equipment has been restarted, it should be monitored to ensure that it is performing in line with the manufacturers' tolerances. Safety critical systems and components should also be tested to ensure that they work correctly, e.g. emergency stops and interlock guards.

The activities required to restart plant and equipment, together with the results of any checks and safety tests, must be recorded in the relevant equipment log book.

Statutory Inspections

It is recognised that many organisations continue to face problems in terms of getting contractors to complete statutory inspections, examinations and tests on their plant and equipment. However, whilst the HSE 'recognises the potential challenges when carrying out legal requirements for thorough examination and testing (TE&T) of plant and equipment as a result of additional precautions people need to take to help reduce risk of transmission of coronavirus (COVID-19)', they have stated that 'the law for Lifting Operations and Lifting Equipment Regulations (LOLER) and Pressure Systems Safety Regulations (PSSR)' remain in place². As such, employers must ensure that statutory inspections on lifting equipment, pressure systems, fixed electrical systems, PAT, gas appliances etc. are 'in date' prior to the re-occupation of buildings. Employers must also consider whether equipment, which has not been used for an extended period of time, needs a statutory inspection or servicing even if one is not due; e.g. where personal lifting equipment has been left in a condition which may have compromised its structural integrity or a lift has not been used for a protracted period of time.

Training & Supervision

In returning plant and equipment into full use, employers must ensure that employees have retained adequate knowledge to use it safely. As such, it may be necessary to run refresher training, toolbox talks or briefings for certain items and/or systems.

This is particularly relevant to employees who only had limited experience prior to the lockdown. Employers must also review the status of any planned periodic refresher training which may have been missed during the lockdown, e.g. forklift truck training.

Employers must also ensure that there is adequate supervision of those using plant and equipment, particularly if sites operate for an extended period of time and/or experienced supervisors are not available.

Management of Health and Safety

Managing the Risks of COVID-19 Infection

The UK Government have enforced self-isolation for those who believe that they have the virus, and social distancing and good hygiene practices as the key measures that everyone can take to reduce the spread of the virus. In reopening their premises, employers need to think carefully about how they will implement these three control measures and what effects they may have on other health and safety requirements such as supervision or lone working.

Self-Isolation

In terms of self-isolation for those who believe that they have the disease, employers should provide employees and other interested parties with clear advice on staying away from the workplace if they have any symptoms. The UK Government have now announced that COVID-19 testing is available to any person who works away from home and experiences symptoms, so employees who report such symptoms should be asked to obtain a test. Visitors to site should continue to be minimised where possible.

However, essential site visitors (e.g. maintenance contractors) should be asked to confirm that they consider themselves to be virus-free. The easiest way to do this is via the use of a pre-visit questionnaire, which asks if they have any symptoms and provides guidance on what to do when they arrive at site.

Where an individual becomes unwell on site and is displaying COVID-19 symptoms, they should be asked to cover their mouth and nose immediately with either a valve-less mask (if they are available) or a scarf etc. This is to try and reduce any further spread of the virus.

They should then be asked to leave the site immediately using a route that exposes them to as few other people as possible. Of course, for severe symptoms, an ambulance should be summoned.

The affected person's route should be traced through the building and any enclosed areas (such as a meeting room) should be placed off limits for at least 72 hours, if possible.

Alternatively, the affected area should be cleaned in line with the UK Government's advice COVID-19: Cleaning in non-healthcare Settings. Anyone who may have been exposed to the infected person should be notified and requested to begin self-isolating at home for fourteen days and may be able to obtain a test.

Social Distancing

From July 4th, the government changed its social distancing guidelines to 'one metre plus'. This means that people can be one metre away from each other, providing other measures are put into place to limit spread of the virus, such as wearing face masks. Otherwise, the two metre rule still applies.

Whilst this update should provide some leeway for employers when it comes to re-occupying their premises, there are still a number of key challenges to consider.

Perhaps the first question is simply: do all employees and other interested parties need to return to the workplace? If home working has been successful and people are able to fulfil their job roles working remotely, are changes required or can they be limited?

Assuming that the answer is yes to this first question, employers must carefully plan how social distancing is going to be maintained. In particular, reviewing the workplace layout and how people circulate within it is key. Key questions to consider are outlined on the next page.

- how can employees and others safely enter buildings
- are there 'pinch points' within buildings and how are these managed
- how to protect reception/security staff, e.g. are screens required
- how will visitors be managed, e.g. are they required to sign in on a touch screen
- how will people keep a safe distance in toilet/ washing/showering facilities (remembering that delivery drivers and others working on site will also require access)
- how do people access kitchen and drinking facilities
- where will people eat
- how will people exercise/get some fresh air.

Possible control measures may include: the use of physical barriers; introducing one way systems; floor markings; and clear signage.

Another approach is to reduce the number of people on site at any one time by introducing a staggered/split working day, where possible. For example, could some employees arrive and leave earlier, reducing pressure on communal areas (such as building entrances)? If this is a potential option, employers must ensure that there is adequate coverage of security (where applicable), first aiders and fire wardens. Employers may also wish to check with their insurance provider if operating hours are extended.

Good Hygiene Practices

The Workplace (Health, Safety and Welfare) Regulations 1992 place a number of requirements on employers for the provision of adequate welfare facilities. These include sanitary conveniences, washing facilities and cleaning. There are also general duties to provide a safe place of work under the Health and Safety at Work, etc Act 1974 (HSWA). Failure to provide suitable and sufficient welfare facilities could lead to the employer being prosecuted.

In reopening their premises, employers must therefore consider how employees and other interested parties on site can follow good hygiene practices, and whether any further measures are required. For a small office, this may be as straightforward as ensuring that there is an adequate supply of liquid soap in washrooms and alcohol hand gel at entrances. However, for busy sites with multiple visitors, consideration should be given to the installation of additional hand cleaning stations. There may also be specific tasks that require further measures, e.g. those who handle external post and deliveries.

Employers must also review how cleaning on site is managed, both in terms of providing good hygiene standards (especially in commonly used areas) and how cleaning staff are protected.

On the first point, consideration should be given to cleaning rotas and tasks with a focus put on elements that are frequently touched by people (e.g. door handles) and areas of greater risk, such as reception desks.

In terms of PPE, this should be assessed as part of the overall risk assessment process and, based on current UK Government advice, would not include respiratory protective equipment (RPE) outside of the health and social care sectors.

Management of Fire and First Aid

The Regulatory Reform (Fire Safety Order) 2005 and the Fire (Scotland) Act 2005 require employers or the relevant “Responsible Person”, which is usually a corporate body, to develop and maintain a suitable and sufficient fire risk assessment outlining how fire safety will be managed on site. Failure to keep the fire risk assessment updated could lead to the employer being prosecuted.

In preparing for the re-occupation of their sites, employers must therefore review their fire risk assessment and the fire management arrangements contained within it. Not only should this review consider any changes to fire safety systems and equipment (as outlined previously), but also issues such as adequate provision of fire wardens/marshals and the suitability of Personal Emergency Evacuation Plans (PEEPS) – especially if working hours are elongated and/or previous role holders are no longer available to continue.

The Health and Safety (First-Aid) Regulations 1981 require employers to make an assessment of the level of first aid coverage they need (based on factors such as hazards in the workplace, size of workforce and distance to the nearest hospital) and to provide adequate people, equipment and facilities to enable first-aid to be rendered to his employees if they are injured or become ill at work. Failure to provide adequate first aid provision could lead to the employer being prosecuted.

In line with the fire risk assessment and management arrangements, employers must therefore review their first aid 'assessment of need' to ensure that it is still sufficient. Based on this, they may then need to train more first aiders to ensure that there is adequate coverage. Employers must also review the levels of first aid equipment that they have on site and ensure that these are still adequate to minimise risk to First Aiders in a COVID-19 context. In particular, consideration should be given to the purchase of additional resuscitation face shields, disposable gloves and aprons.

Training

In addition to any specific refresher training required to operate plant and equipment (as outlined previously), employers must also review whether any general refresher or updated induction training is required for those on site. This may be particularly relevant where social distancing measures have been introduced, for example a change in First Aider/ Fire Warden coverage.

Managing Contractors

Employers already have a range of formalised and implied legal duties in respect of the health and safety management of contractors. In moving towards re-occupation of sites, employers must review their existing contractor controls to ensure that they adequately cover any new risks introduced by the COVID-19 pandemic. This particularly regards issues such as: ensuring social distancing; provision of welfare facilities; robust lone working arrangements; that any works are properly controlled; and that arrangements for issuing permits to work can still be operated.

Managing Wellbeing

Perhaps one of the lesser-known impacts of the lockdown measures that were introduced is the impact on people's mental health and wellbeing. It is true to say that no one knows how employees and other interested parties will react to returning to the workplace after many weeks of either working from home or having been on the UK Government's furlough scheme.

In terms of work-related stress, the HSE have led successful prosecutions against employers who have failed to adequately support their employees on this complex topic. In terms of advice for employers, the HSE have developed a Management Standards approach, which establishes a framework covering six key areas of work design that help to minimise pressure, manage potential stressors and limit the negative impact that work can have on employees.

Although perhaps not a strict legal requirement; employers may also want to review how they can support the mental wellbeing of their employees when they return to the workplace, not least to try and reduce further lost time due to sickness absence. Issues to consider include: helping employees make the adjustment back into working life; offering some form of bereavement support for employees who may have lost someone during the COVID-19 pandemic; and providing general advice and support for employees who may be experiencing anxiety about the ongoing situation (e.g. by signing up for a formal Employee Assistance Programme, giving confidential telephone and counselling support).

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If you want to learn more about anything in this guide, please drop us a quick email at info@tetraconsulting.co.uk





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Sources – Barbour & Latest Guidance From The HSE

Tetra's Re-occupation Checklist

While organisations are anxious to get employees back into the workplace following the latest Government guidelines, you must consider who will return to work and when they will return to work is a very complex process.

Local Government guidelines as well as landlord policies and procedures must be considered, as should employees' confidence in building safety management.

This checklist is a guidance to ensure you have addressed the immediate areas to focus on the re-entry of your workforce back into their workplace.

Government Guidance

- Confirm the latest guidance from government on reopening office buildings to workers and any local authority requirements.
- Determine whether a new certificate of occupancy is required from your regulatory authorities.

Travel Arrangements

- Determine whether travelling to a workplace is completely necessary, particularly when some staff may only be able to travel on public transport.
- Agree travel policy and communicate this with all staff.
- Confirm parking arrangements, taking into account that there may be additional cars and bicycles.
- Place alcohol-based hand sanitizer at the entrances and exits of car parks and bicycle stores.
- Confirm procedures for how someone would be taken home if they were taken ill.

Landlord Policies and Procedures

- Confirm procedures and/or rules for building re-entry and occupation.
- Determine policies regarding building cleanliness and safety.

Business Continuity Plan (BCP)

- Determine whether your BCP includes a verified list of the essential roles and individuals included in re-entry.
- Confirm that contingency plans/critical response mechanisms are in place in the event that the reopening should fail, or the virus reoccurs and forces additional closures.

Supplies and Distribution

- Identify and confirm supply chains for personal protection equipment and determine advance ordering requirements for long lead-time items.
- PPE, Wipes, Gel Stations, Masks, etc.
- If Personal Protective Equipment (PPE) is to be disposed of at work, place special non-touch receptacles throughout the workplace, as PPE should be treated as medical waste. As medical waste, it will require special handling by janitorial staff and special pick up by waste/trash collection.
- Agree policy for use of PPE in workplace for employees when to use, how to dispose etc.

HR/ Legal Considerations

- ❑ Determine protocols for ensuring employees with high-risk conditions (e.g. lung disease, asthma, heart conditions, immunocompromised, obesity, diabetes, liver disease) do not return to the office.
- ❑ Review office capacity & set policy of teams potentially working in shifts / day patterns to lessen number of team members in office at any one time.
- ❑ Ensure a policy/process exists to report and track infections and compliance with rules and to report grievances. How to trace any infected employee contact with others & method of inform & isolation.

Building Facilities and Management

- ❑ Confirm emergency evacuation procedures in compliance with social distancing requirements, and assign “floor fire wardens” responsible for managing evacuation.
- ❑ Limit number of passengers in elevator to 4; ask each to stand in one of the corners if feasible. Establish elevator social distancing guidelines for multi-story buildings and calculate and confirm elevator protocols and occupancy levels with your building landlord.
- ❑ Clean and disinfect elevator including inside/outside buttons.
- ❑ Clean and disinfect high touch areas (doorknobs, handles, handrails, barriers, photocopiers, elevator buttons, faucets, countertops).
- ❑ Create phased and “quick close” procedures to shut down offices in the event the reopening fails or virus reoccurrence forces new closures in line with Government guidance.
- ❑ Change HVAC filters and air flows.

Office Space and Occupancy

- Develop desks, seating/floor area plans to meet physical distancing guidelines per your local government, i.e. office desk barriers, markings on floor areas segregated etc.
- No hot desking. Unique equipment/desk for individual to prevent sharing.
- Leave at least every other workstation vacant.
- Place plexiglass where a physical barrier is needed, between workstations, work benches, cashiering.
- Clean and disinfect all workstations, offices between use.
- Institute clean desk policy (free of papers, personal belongings) policy to ease cleaning process.
- Establish new workplace etiquette and protocols and communicate them via signage posted throughout the workplace. Notice boards, reception.
- Plan how to address impacts on specialty areas (e.g. wellness and mothers' rooms, cycle racks, car parking, gyms, showers and lockers, mailrooms, kitchens, photocopiers/rooms, breakout rooms, comms rooms, conference rooms and meeting rooms).
- Stagger breaks and lunch at canteens, kitchen areas.
- Limit smoke breaks and restricted smoking areas.
- Determine a policy for employee access to company buildings other than their primary workplace.

I.T

- Establish enhanced occupancy and employee tracking for building location, space utilisation, and potential infection zones.
- Laptops, headsets, keyboard, mouse etc. should be for individual use only.
- Evaluate the room reservation technology and equipment provided at the desk to support social distancing and disinfection.
- Internal communications and use of specialist areas restricted.

Onsite Security Controls

- Place signage to reinforce social distancing throughout common areas/Place signage to reinforce good personal hygiene throughout common areas.
- Restrictions at receptions and markings with 2 metre distances.
- Stagger entry hours and exit hours.
- Place alcohol-based hand sanitizer at reception and throughout reception area/workplace.
- Place plexiglass where a physical barrier is needed, e.g. at reception, desks, canteen areas.
- Restrictions to visitors and contractors at reception and throughout site.
- Determine entry/exit badging protocols for essential employees returning to the building.
- Establish/confirm building shutdown policies in the event the facility needs to be closed again.

Management

- Decide who in each Area/Location/Office is responsible for announcing office openings/closures.
- Determine who needs to approve the re- opening plan, Landlord, tenant, employer.