

# Returning to the workplace and working from home safely

## Latest briefing for staff

20 July 2020



Those staff working in our nine priority sites will hopefully be seeing lots of activity as we've started preparing them for the return of approximately 30% of normal staffing numbers. This includes PPE stations at entrances, configuring furniture for social distancing and putting up signage.

We have included links to the floor plans and site workshops in this briefing so you can see the preparatory work that is currently being completed. If you need specific kit and equipment to enable you to continue working from home safely a new process is now being rolled out to your manager. Please note that our policy on working from home has not changed and is still that staff who can work from home should continue to do so and avoid coming into any Trust site.

For those who can work from home, our position is that you should only go to work at a Trust site if:

- There is a specific piece of work or a task you cannot complete at home (like sorting the incoming post), and
- Your manager is made aware, undertakes a risk assessment and signs off on this activity.

### Floor plans available to view on Staffnet

On 11 May the Government published its long awaited guidance for employers to aid the safe return of employees to the workplace. Since publication we have visited each of the 9 priority sites and have developed a floor plan for each site that indicates the desks that must be used to maintain safe distancing. In completing these floor plans, please note the following points:

- The plan includes the desks that can be utilised that ensure all employees stay 2m apart (note that NHS organisations have agreed to main the 2m rule). The traffic light system we have shown depicts the following:
  - Green – desk can be used

- Red – desk must not be used
- Amber – must be risk assessed by the service (generally this means that a desk is 2m to an entry/exit point)
- We have left the measurements on to help in understanding the distance between workstations and so you can see how we have made the decisions we have.
- Labelling on the plans may not be 100% accurate. Apologies for this in some instances the drawing we have used is old. We do however have a separate spreadsheet with the room numbers that identifies the purpose each room is used for today.
- We would need to consider all interview rooms further linked with the standing up of outpatient services. Planned go-live date is Monday 3 August. The plans can be accessed on [Staffnet](#). The page will be updated as other floor plans are signed off. Please note as with any page on Staffnet you will either need to be on Trust premises to access this website, or access it through your VPN (virtual private network). You can download a [guide on working from home and how to remotely access Trust systems](#) for more details.

### **Site safety workshops for teams at nine priority sites**

Workshops will be run for each priority site to establish a safe working arrangement that meets the requirements set out in the individual site assessments.

The workshops will focus on building safety and staff numbers i.e. who comes on site, when, and how this works with other teams using the same site.

[An overview of the workshop](#) timings and who needs to attend is available to download..

### **Ensuring our sites are deep cleaned**

#### *Deep cleaning*

A programme of deep cleaning is underway at all sites which are part of Return to the Workplace project. Within the Owned and Leased Estate these are being completed by an external contractor, ICS Cleaning Services. An initial timetable has been circulated, and final building cleans are being scheduled. Whilst these are being completed across the Owned and Leased Estate Interserve are mirroring the deep cleans across the PFI Estate, and these are being audited and signed off by the Estates and Facilities Team.

A clear desk policy is essential to get to the highest Covid-safe standard. If you are working on-site this means removing things like files and papers from desks, shelves, floors and tops of cabinets to allow the deep clean to take place.

#### *Programmed cleaning*

A Standard Operating Procedure is being developed for a daily clean schedule which will be delivered through a twilight mobile team to all sites. This will mean building closures at a specific time but we aim not to have any significant operational impact.

Again for us to maintain a Covid-safe environment a clear desk policy will be required.

### *Personal responsibility*

There will be a requirement for staff to take personal responsibility for workstations and communal areas through the working day in addition to the twilight daily cleans and day time spot cleaning. For example anti-bacterial wiping of operator chair levers, and desks / meeting room space when occupying at the start and end of their personal use, and again maintaining the clear desks policy.

### **Kit and equipment if you're working from home**

A process outlining [what IT kit and equipment is available and how this can be ordered](#) is available to download. Please complete and record your [wellbeing assessment](#) to ensure you are able to order what you need.

Occupational Health advice and a [DSE Self-Assessment Form \(editable version\)](#) may also be required. Guidance on how to request a DSE assessment [can be found here](#).

### **More information, asking questions and feedback**

We will continue to update this web page as the project progresses so bookmark this page and keep checking back to find the latest info.

We know there are currently lots of unanswered questions about returning to the workplace safely. This is as much as we can share for now but we are committed to on-going communication and engagement with affected teams going forward.

Please raise any questions through your usual line management routes in the first instance.

If you have questions that cannot be answered locally, either about safe home working or coming back to one of our sites, please email our [corona.virus@nhs.net](mailto:corona.virus@nhs.net) address and we'll ensure this reaches the right people to help.

