

## **Returning to Work 'Standard Practices'**

### **Site employees:**

#### **Hygiene/ PPE**

All employees should wash their hands upon arrival (or use sanitiser where hand washing facilities are not available) *JR&Co will ensure that every cleaning cupboard has a bottle of sanitiser available*

Single use (disposable) gloves must be worn at all time and then disposed & replaced in-between tasks. *JR&Co will ensure suitable supply of disposable gloves. Employees should also ensure that they still revert to the appropriate RAMS & COSHH for their task in order to ensure they select any other stated PPE requirements*

JR&Co will defer to government guidance on when and where masks should be worn, and we will not try to impose any mask-wearing requirements that go beyond local government requirements

Where at all possible, employees should try not to touch their face. If by accident contact is made, employees should immediately wash/ sanitise their hands as well as replace their gloves

#### **Social distancing**

All employees must conform to both JR&Co's and the Customer's social distancing guidelines. *Operations Manager's will ensure that Customer stated guidelines are passed through to all on site employees.*

At a minimum, employees should maintain a 2m distance from all persons on site

All employees should follow the advice of applicable signs, queue management systems and assigned coordinators on their individual sites

When taking breaks/ lunches, employees should maintain a safe 2m distance between their colleagues and other persons. *Where applicable, JR&Co will work with it's Customers in order to find you a suitable safe location to take your breaks. Breaks might be phased throughout the shift in order to ensure safety*

All employees have the right to decline any activity or request that breaches social distancing guidelines

#### **Transport**

Employees should follow the latest government and TFL advice

Where at all possible employees should maintain suitable distance from other commuters

Current restrictions on foreign and domestic travel continue to apply and, until advised otherwise, we do not expect people to be travelling.

#### **General**

Any employee who develops flu-like symptoms should not attend their workplace and must isolate for a period of 14 days

All employees should continue to clock in and out daily as we will monitor site attendance. *Sanitiser wipes to be available next to device so that employees can wipe the screen prior to use*

We will carry out an individual risk assessment for Higher-risk individuals (those with pre-existing medical conditions, those with family members who are classed as high risk, pregnant women, disabilities, and age) to apply appropriate arrangements.

Employees should continue to communicate directly with their line Manager. For any unplanned absence, employees should continue to follow the existing reporting absence procedure

### **Head Office Employees:**

#### **Hygiene/ PPE**

All employees should wash their hands upon arrival (or use sanitiser where hand washing facilities are not available) *JR&Co will ensure a hand sanitiser station remains at its entrance*

Hand gel/ sanitiser will be available at every desk and sanitiser stations will suitably scattered throughout the head office

JR&Co will defer to government guidance on when and where PPE should be worn, and we will not try to impose any mask or glove wearing requirements that go beyond local government requirements. It is the employee's discretion if they decide to wear PPE unless government led advice should change

Where at all possible, employees should try not to touch their face. If by accident contact is made, employees should immediately wash/ sanitise their hands as well as replace their gloves if wearing

#### **Social distancing**

All employees must conform to JR&Co's social distancing guidelines.

At a minimum, employees should maintain a 2m distance from all colleagues within the head office

Individual desks will be separated by a minimum of 2m

JR&Co will arrange kitchen/dining seating areas to conform to social distancing guidelines. *In busy hours, employees may have to wait a short period of time before they can use the dining facilities. Employees should where possible limit their time sat down to 15 minutes to allow others to use the facilities.*

A maximum of 2 persons should be present in the kitchen preparation area at one to allow suitable social distancing

All employees should follow any notices or signs provided within the head office

When taking breaks/ lunches, employees should maintain a safe 2m distance between their colleagues and other persons.

All employees have the right to decline any activity or request that breaches social distancing guidelines

#### **Transport**

Employees should follow the latest government and TFL advice

Where at all possible employees should maintain suitable distance from other commuters and with prior agreement from their Line Managers their head office working hours can be revised to commute outside of peak hours (earlier starts/ later finishes). *Employees should however ensure they continue to work their contractual hours*

Employees should not take lifts/ carpool with other colleagues or non-household friends or family

Current restrictions on foreign and domestic travel continue to apply and, until advised otherwise, we do not expect people to be travelling.

## **Meetings, Visits, Social**

Video conference meetings should continue to be the preferred communication mechanism

All non-essential head office visits (service/ supplier / customer) to continue to be postponed until further notice. As guidance changes these restrictions can slowly be lifted

Meetings within departments should continue to be video conference unless a safe (min 2m distance between colleagues can be observed)

JR&Co request that employees do not socialise with their colleague outside of working hours until government advice and guidance changes

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We will carry out an individual risk assessment for Higher-risk individuals (those with pre-existing medical conditions, those with family members who are classed as high risk, pregnant women, disabilities, and age) to apply appropriate arrangements.

Employees should continue to communicate directly with their line Manager. For any unplanned absence, employees should continue to follow the existing reporting absence procedure