

## The Mead Centre Staff Access Guide

The hierarchy of control measures to be implemented should follow the sequence –

1. Avoiding contact with those who have symptoms.
2. Frequent hand cleaning & good respiratory hygiene practices.
3. Regular cleaning of settings.
4. Minimising contact & mixing.

Although the choice of control measures implemented should be prioritised from the top of this hierarchy downwards, it should be remembered that more than one level of control measures can be adopted simultaneously.

**Staff should NOT be on site if they are displaying symptoms.**

In order to minimise contact and mixing, staff who are able to effectively work from home, should do so.

1. Staff must wash hands upon entry and regularly throughout their time in the building, and follow the Catch it, Kill it, Bin it guidance.
2. Staff must adhere to the maximum safe occupancy levels provided for each office.
3. Lone working should be avoided wherever possible. If you do find that you are onsite alone, inform the PO at North Mead (contact details below).
4. Staff must only work on their own allocated desk, **hot-desking is not permitted.**
5. Staff must ensure that the office space they are using is well ventilated, with doors and windows propped open where possible.
6. Staff must use products provided to clean their desk, screens, keyboards and phone handsets upon arrival and departure. Staff should clean door handles, shared touch screens and taps etc. using wipes provided as they go.
7. Only one member of staff may access the kitchen at one time. Staff should use their own cup/crockery/cutlery where possible.
8. Staff must follow social distancing guidance when moving around the building at all times.
9. Staff and visitors are advised to wear a face mask at all times when on site, including whilst moving around the building, using shared spaces, occupying shared offices and accessing the site (corridors etc) *if they are able to do so.*
10. Staff who use public transport are reminded that facemasks must be worn on public transport (since 15<sup>th</sup> June 2020).
11. Staff must maintain a contact log of visitors that they allow on site.
12. Staff must provide any visitors accessing the centre a copy of the TMET Visitor Access Guide.

**First Aiders- Kris Robinson – 07702557024**

**Russell Hawkins – 07964855317**

**Fire Alarm/Evacuation Procedures** –When following the procedures and evacuating the building social distancing must be adhered to where this is safe to do so. Social distancing must be observed at the designated Fire Assembly Point (outside the main entrance).