COVID-19 Return to Work Policy

# Version [*number*] – [*date*]

**Purpose**

The purpose of this policy is to assist you and your team with key information on returning to work at [*location*] and lays out [*company*] expectations in the event you return to [*location*]. This has been designed based on governmental Health & Safety recommendations. All employees are expected to follow these guidelines.

**Scope**

This COVID-19 return to work policy applies to all [*company*] employees.

**Policy**

**1. Physical (social) Distancing**

Employees must keep [*distance*] apart from each other whilst working at [*location*] at all times. No hugging, hand-shaking or close contact is permitted.

**2. Hygiene standards**

Employees must maintain a high degree of hygiene standards, including frequent washing of hands with warm water and soap, and using hand sanitizers upon entry into the premises and frequently throughout the day.

**3. Unwell employees**

Employees must not come to the workplace if they are unwell. Employees who present at work unwell will be sent home. See your doctor immediately if you have any of the following symptoms:

* Flu or cold like symptoms
* Shortness of breath
* A high temperature
* A sore throat

**4. Emergencies**

In the event of an emergency, employees must follow the existing emergency plan and exit at the appropriate exits as swiftly as possible and assemble at the emergency assembly point as you normally would.

**5. Access to workplace**

Access to the office for team collaboration and whiteboard sessions will only be allowed on a request basis. A roster will be created. Individual employees will be granted access on a case-by-case basis if they request to do so. All requests to work in the office are to be sent in writing to the Human Resources Manager.

* 1. **Access points**

All employees must use the stairwell to gain entry. Use of the lifts is prohibited without prior permission or required due to disabilities.

All employees are required to sanitize their hands after entry. Sanitizer will be supplied at entry and exit points.

In the event of an emergency, normal emergency access points will be available.

**5.2 Sign-in / Sign-out**

All employees will be required to sign-in and answer a series of short questions as part of our contact tracing requirements, followed by signing-out at each time of use of the office.

**5.3 Desks and storage lockers**

Employees must only touch their assigned desks, chairs and any equipment or supplies on their own desks. Employees are not permitted to touch the desks, equipment and supplies of any other employee.

Employees must only access their assigned locker. If you come into contact with the top of the locker cabinet, you must immediately sanitize this with the anti-bacterial wipes provided.

Employees must fully sanitize their desks at the beginning and end of each day of use with anti-bacterial wipes provided.

**5.4 Kitchen**

[scenario 1]

The kitchen will be available for limited use. Hot and cold-water taps will be available for use but must be sanitized after contact. Fridge, microwave, dishwasher, utensils, cups, plates and coffee machine are not to be used.

Multiple employees using the kitchen at the same time will be expected to keep a 1-metre distance from each other for the entire time of use.

Employees must stagger their lunch breaks and may use the lunchroom for those breaks, but they must maintain a distance of 1-metre.

[scenario 2]

The kitchen is unavailable for use. Employees are prohibited from using the kitchen facilities.

**5.5 Bathrooms**

Only one employee is permitted to use the bathroom at a time. There will be a flip sign on the bathroom doors that employees will be required to change to indicate the bathroom is in use or not.

Employees must maintain a 1-metre distance while waiting outside to use the bathroom.

Employees must wash their hands with warm water and soap for exiting the bathroom.

**5.6 Meeting rooms**

In-person meetings should be held only when absolutely necessary.

Employees must maintain a 1-metre distance when using the meeting rooms. Meeting room tables will be marked out with tape that displays the 1-metre distance. If a 1-metre distance cannot be maintained in meeting rooms, meeting room use will not be permitted.

Employees must use the anti-bacterial wipes provided to sanitize the area where they sat and dispose of the wipes inside the bins in each meeting room.

**5.7 Air conditioning**

Employees are not permitted to adjust or tamper with the air conditioning units.

**5.8 Visitors**

Visitors are only permitted at [LOCATION] if absolutely essential and permission must be sought in advance from the Human Resources Manager.

Visitors must sanitize their hands before and after entry and will be required to sign-in and sign-out. They must wait in the waiting area at the main entrance and be escorted to meeting rooms by the employee they are visiting.

Any area the visitor has come into contact with must be sanitized with anti-bacterial wipes once the visitor has departed.

All courier packages must be left outside the front door and appointed staff will deliver packages directly to recipients.