



## COVID 19 – GUIDELINES FOR OFFICE USE

### SECTION 1: BEFORE & AFTER EACH VISIT TO YORK HUB

#### STAY UP TO DATE

- Government information around social distancing is available [here](#) and should be read in full.
- Be aware this guidance can change or be amended at any time and other restrictions may be introduced.

#### BEFORE LEAVING HOME & AFTER YOU RETURN FROM YORK HUB

- Wash your hands with soap and water for at least 20 seconds before leaving home to go to the office (or use an alcohol gel if washing hands is not possible)

#### TRAVELLING TO AND FROM YORK HUB

- Avoid using public transport.
- Arrive as close as possible to when you need to be there.
- Avoid touching doors, gates, fences, benches, etc. if you can.
- Allow others to leave before you enter the building and office - wait away from the door.

### SECTION 2. WORKING FROM YORK HUB

#### FACILITIES

- The office space may be reconfigured slightly to ensure that social distancing recommendations are adhered to between each desk space. Several desk spaces will currently not be used at all.
- No hot desk bookings are currently being permitted.
- No external bookings of the meeting room are currently being permitted.
- **Only 2 people at any time are allowed to use the meeting room.** The seating must not be repositioned. It has been configured to adhere to the recommended social distancing guidelines.
- **Only 1 person at any time is allowed in the kitchen.**
- You are advised to take particular care when using the shared kitchen, toilet and reception area facilities. There will always be antibacterial wipes available in these facilities. Wipe surfaces before and after use.
- The doors to the courtyard should be opened, when practical to do so in order to provide greater ventilation.
- Wedge all internal doors open whilst in the office to prevent unnecessary touching of handles.

#### EQUIPMENT

- Take all your own equipment (do not share office equipment) Only take the minimum amount of equipment with you that you need to work. Use the same mug for tea, coffee etc and keep it at your workstation.
- Clean and wipe down your own office equipment, including keyboards, monitors, mice and all work surfaces before and after use.
- Wash your hands before and after using shared kitchen items such as fridge, toaster, kettle, tea, coffee jars and milk.
- Do not make other people drinks.

#### SOCIAL DISTANCING

- Stay at least two metres away from other office users at all times. (including during your work breaks)
- Do not make physical contact with other office users and no extra-curricular/social activity should take place.

### SECTION 3. GENERAL HYGIENE

- Bring hand sanitiser with you and keep at your own workspace. Use regularly.
- If you need to sneeze or cough, do so into a tissue preferably or upper sleeve.
- Avoid touching your face.
- Wash hands regularly with soap and water (or use an alcohol gel if washing hands is not possible).