

**Bath Mind - phased return to Westgate Street office**

Bath Mind is committed to ensure the safety of all staff and service users at all times throughout Covid-19. In achieving this, flexibility will be paramount to everything that we are doing whilst ensuring we are following Government guidelines.

**Suggested office return - from Tuesday 1st September 2020**

Please note – these guidelines are for those colleagues who are struggling to work/cannot work from home and are comfortable attending the office. Current Government guidelines states that we should continue to work from home where possible.

**The principles which guide the decisions we take**

* Comply with Government, Public Health and regulatory framework and guidance. The procedure will be refined in response to any legislative changes.
* Keep staff and their families, service users and partners safe by reducing the risk of exposure to Covid-19 and never knowingly put anyone at risk
* Find new ways to meet our purpose as a third sector organisation
* Understand, manage and mitigate risk for all within and accessing Bath Mind services.
* All Covid-19 risk assessments have been ratified by our Insurance provider.

It is likely that there will be a requirement for a form of physical distancing and additional hygiene requirements for some time. Until lockdown is fully lifted, colleagues who can work from home will be expected to continue to do so.

**Introducing staff back to the office**

* Staff that are shielding, or live with someone who is shielding are not to return to the office.
* Staff shall be designated a specific week when they can attend the office. They will be allocated a specific desk for the week and use the specified desk every day they are in the building.
* Staff are required to clean the desk, equipment and chair on arrival and at the end of their day, every day they are in the building.
* Staff must confirm with Jude King (admin@bathmind.org.uk) when they are accessing the office for their allocated week.

**Second floor – three people maximum in the large room**

Paul C, Carol, Becky, Paul R, Sam, Max and Jeanette

Desks to use – Paul C, Jeannette and Sam’s

**Second floor meeting room**

Leave free for possible distanced meetings – ‘hot desk’ space for colleagues

**Third floor – three people maximum in large room**

Hannah, Jodie, Kate, Christine, Ailsa and Jude

Desks to use – Jude, Hannah and Ailsa’s

**Third floor small office**

Wendy and Mary

Example:

**Week 1 –** Paul C, Jeanette and Max. Mary. Hannah, Jodie and Kate

**Week 2 –** Paul C, Max and Paul R. Wendy. Christine, Ailsa and Jude

**Week 3 –** Paul C, Sam and Carol, Mary. Hannah Christine and Kate

**Week 4 –** Paul C, Jeanette and Becky. Wendy. Jodie, Ailsa and Jude

When there is more than one staff member in an office they are required to allocate desks which are side by side and diagonal where possible.

**Health and Safety expectations**

* Staff to confirm their attendance in the office. Staff will not be able to access the office outside of their allocated dates. Jude will manage a schedule - staff to email to confirm dates and times.
* The office will be deep cleaned prior to the’ return to work’ date and cleaned on a weekly basis.
* Staff to use tissues when coughing/sneezing and all tissues to be disposed of.
* All internal doors and windows to be open while the office is occupied. Last person to leave office to close windows/doors and sanitise communal areas.

**Traveling to work**

* Car travel to work must be alone or only with members of same household.
* Staff to stagger their arrival/leaving times to avoid too many people arriving/leaving at the same time.

**Arrival at and leaving the office**

* Staff to use hand sanitiser when entering and leaving the building (hand sanitizer to be left by the front door)
* All rubbish should be cleared away at the end of each day.
* All desks, chairs and equipment to be cleaned on arrival and when leaving.
* Staff to be allocated a desk.
* Supply of cleaning products to be monitored by Paul/Jude
* First person to arrive and last person to leave to sanitise all door handles, door keypad locks, light switches and banisters.

**Management**

* Antibacterial wipes and hand sanitiser available on each desk and in the kitchen and toilet.
* Wipes, Mops and buckets available for toilet and Kitchen. Staff to ensure these are used when entering and leaving these rooms.
* Paper Hand towels and dispensers for kitchen and toilet.
* Consider wearing a face mask in a shared office.
* No meetings to be held at the office involving more than 2 people and only between Bath Mind colleagues.
* Caution to be taken when using stairs and entering/leaving the building due to restriction of space. Always observe if someone is using the stairs. Ensure hand sanitiser is used.
* Staff are encouraged to remain in the building for the duration of their working hours.
* If a colleague requires access to the office (e.g. print/copy/scan) outside of their designated week, they need to contact a member of staff based in the office for assistance. Any work to be collected by the front door.
* Government guidelines are to be followed for a colleague becoming symptomatic.
* If a member of staff becomes unwell when in the office, they should remove themselves from the premises as soon as possible or to a room with no other staff until they can leave. Government guidelines are to be followed.
* PPE is available to all staff providing face to face support
* Supplies of PPE and cleaning equipment to be monitored weekly (Paul/Jude)

**Kitchen**

* Only one person in the kitchen at a time.
* When using the kitchen, clean before preparing drinks or food wipe down surfaces prior to leaving
* Do not make drinks for others in the office.
* Use the same cup/mug and leave these on the desk at the end of the day. Everyone is responsible for cleaning their own cup/mug.
* Staff to bring their own food in and not leave anything behind in offices or kitchen.

**Bath Mind will review and revise this document in line with Government changes/advise. This will include colleagues returning to the office full time.**

**Please refer to Risk Assessment and Services Procedure**

**Checklist**

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| **To Do** | **Completed – Date and Name** |
| * **Trustees’ sign off ‘return to work’ procedure**
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| * **Notify Mind Retail of date to start return**
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| * **Notify insurance company of date of start return**
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| * **Notify Croner of date to start return**
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| * **Check fire panel is operational**
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| * **All water outlets to be flushed**
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| * **Appropriate signage around the building**
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| * **PPE supplies to be replenished**
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| * **Cleaning supplies to be replenished**
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