

14-May-20

Telling's Actions and Commitments to the Covid-19



Office Accomodation

Measures for up to 8 staff members

Social Distancing	2 Metre Government guidelines are to be followed at all time. This means that all corridors will be deemed to be no pass area and any person entering when the corridor is occupied will step back in to the open area or office to allow clear passage.
Cleaning	Cleaning of the Toilets and Kitchen areas will be carried out twice per day. Toilet paper, antibacterial hand cleaner , surface cleaner and paper towels to be replenished when required.
Kitchen	Restricted to one person there is a preference that each returning employee shall avoid the use of the communal kitchen and will bring their own refreshments or kettle and use in their own workspace Wash Hands upon entry to the Kitchen. Use your own cup, plate etc 2 metre distance at all times to be kept during food and drink preparation. All surfaces to be kept clean and wiped with paper towels and Anti Bacterial Cleaner after use Paper towels to be disposed of in the bins.
Doors	It is not permitted to leave fire doors open so it is recommended that upon return to your work station you use a hand cleanser Door handles throughout the offices and stair handrails will be cleaned twice daily
Daily Well being	The daily wellbeing of all staff will be monitored by the most senior manager/director present. In coming to work we hope and expect you provide your commitment that you are not suffering from any symptoms nor have you been in contact knowingly with any person who has.
Work Space	Each employee will have their own workspace of at least 10 m2 No entry is permitted in to any workspace without consent to approach with contact maintained from the doorway
Offices	The front door and access door to the offices will be locked to restrict unauthorised access. Access to the production offices is to be avoided for all but essential need and the measures above on social distancing apply
Toilets	Only the upsatirs toilets are to be used by office staff with handwashing mandatory