

**Reducing Respiratory Infections (including Covid-19)**  
**Guidance to Employees & Visitors to 36A**

Last Updated 13 January 2025

An employee who does not abide by these rules may be subject to disciplinary procedures which may be classified as gross misconduct and grounds for dismissal.

This guidance is based on Government Guidance held at:

<https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace#offices-2-1>

**FIRST IMPORTANT** If you have symptoms of a respiratory disease or have been advised to self-isolate by a medical practitioner:

- DO NOT COME TO AMP HOUSE.
- RING 111 or your GP to get medical advice.
- RING Blackthorn management (0208 123 7989) and inform them of your situation.

If you believe you are of a higher likelihood of having contracted a virus e.g. you are living in a household where someone has been showing symptoms of a virus.

- DO NOT COME TO AMP HOUSE
- RING Blackthorn management (0208 123 7989) and inform them of your situation so we can assess the risk.

## **1. Thinking about risk**

### **1.1 Managing Risk**

- Blackthorn Management have completed a full risk assessment but there is always room for improvement. If you have any suggestions, please contact Jenny – 0208 123 7989 ext. 1004
- It will be reviewed and approved monthly, in the monthly security management meetings.

### **1.2 Sharing your risk assessment**

- This document along with the risk assessment is available on our website at <https://www.blackthorn.com/covid-19.html>

## **2. Who should attend AMP HOUSE**

- At present we still only visiting the office TWO days a week to reduce risk.
- If you come from the BAME (Black, Asian and minority ethnic) community, you may have a higher likelihood of contracting a virus such as Covid, and higher risk of fatality.
- WE CANNOT GUARANTEE ZERO RISK.

### **2.1 Protecting people who are at higher risk**

- Anyone who is classified “Clinically extremely vulnerable individuals”  
<https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk> or has this classification of people in their household, SHOULD work from home, unless requested by their manager.
- Anyone who is classified “Clinically extremely vulnerable individuals” or has this classification of people in their household MUST inform Blackthorn management first before making their way (leaving their house) to AMP HOUSE.

### **2.2 Equality in the workspace**

- If you think we may need to make adjustments to meet your needs, please contact Blackthorn management PRIOR to your visit.

### **3. Social Distancing at AMP HOUSE**

- Try to keep 2m distance at all times.

#### **3.1 Coming to work and leaving work**

- Staff should TAKE CARE if taking public transport. Staff SHOULD wear mask whilst on public transport.
- If sharing a car into work, please tell your fellow passengers if you are feeling unwell BEFORE you get in the car.
- It is suggested staff arrive early (before 8:30am) and may leave early as long as there is cover in the office.
- Try not to share lifts, although we understand during busy times this is impractical. If you use the stairwells, if touch the banisters make sure you clean your hands afterwards.
- Use the supplied hand sanitiser IMMEDIATELY on entering 36A.

#### **3.2 Moving around AMP HOUSE**

- Floors no longer have a one-way system. However, try not to linger in shared areas.

#### **3.3 Workplaces and Workstations**

- Workstations are set 2 metres apart, not facing each other.
- On using a terminal (mouse – keyboard - phone), use the antibacterial wipes supplied.
- We suggest you wipe your mobile phone too – although we accept no responsibility for any damage to your mobile.
- If a colleague is sitting too close – ask them politely to move away.
- Do not stand over a colleague or sit lower.
- Open window blinds where possible and let in sunlight.
- If you wish, wear your mask in 36A.

#### **3.4 Meetings**

- Please use Teams or Webex as normal.
- DO NOT USE Zoom for OFFICIAL meetings.

#### **3.5 Common areas**

- Try not use toilets on other floors.
- If eating your lunch in common areas (e.g. 11<sup>th</sup>), try to use a vacant table.
- We suggest you bring in your cutlery and crockery and hand wash every day.

#### **3.6 Accidents, security and other incidents**

In an emergency, for example fire, people do not need to stay 2m apart if it would be unsafe. If you have to help someone, as soon as practically possible wash your hands thoroughly.

## **4. Managing customers, visitors and contractors**

### **4.1 Manage visits**

- Encourage virtual meetings – Physical meetings are to occur with Blackthorn management approval.
- This document must be supplied to all visitors PRIOR to entry to AMP HOUSE.
- Try to limit to only one person to visit at one time.
- If a visit to 36A occurs, afterwards 36A should be thoroughly cleaned.
- Visits logged as normal.
- Visitors must use their own pen or pens MUST be thoroughly cleaned before use and then given to the visitor to take away.

### **4.2 Providing and explaining available guidance**

- Visitors must be talked through the guidance by management.
- SINC must be informed any planned visit.
- Visitors must also be aware of safety procedures as normal.

## **5. Cleaning in AMP HOUSE**

### **5.1 At the start of each day**

- Windows will be opened if possible.
- You will be expected to clean your work surfaces with antibacterial wipes BEFORE you start work.

### **5.2 Keeping the workplace clean**

- Antibacterial wipes are available for you to clean your work surfaces at regular intervals.
- Used wipes should be placed in the bin.
- Keep your work surface clean and tidy.
- Whiteboards to limited to individuals.

### **5.3 Hygiene: handwashing sanitisation facilities and toilets**

- Posters describing what to do will be displayed in toilets.
- It is cold & flu season. Please use disposable tissues supplied and immediately dispose.
- Rubbish will be removed at the end of the day.
- Please use hand sanitiser regularly.

### **5.4 Showers**

- Open as normal

### **5.5 Handling goods, merchandise and other materials, and onsite vehicles**

- Pens should not be shared.
- Any goods/parcels/letters entering, wrapping should be disposed of then hands cleaned immediately.
- Ordering of physical goods should be kept to a minimum.
- Any people supplying cars for car share, should wipe their cars over (including exterior handles) with wipes supplied. Blackthorn cannot accept any responsibility for damage to cars.
- Personal items should not be delivered to AMP HOUSE if at all possible.

## **6. PPE and face coverings (masks)**

- Whilst in room 36A, Staff are not normally to be in close contact with other staff, and staff are not “likely” to have the virus, so PPE is not required.
- Blackthorn staff SHOULD wear a mask whilst:
  - Confined to an enclosed area in close proximity to other people for more than 15 minutes (such as public transport).
- advice on how to wear and make a mask  
<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>  
or  
<https://www.youtube.com/watch?v=3aUSBLsvSo>  
with  
[https://sussex-innovation.slack.com/files/U011TU6UFFC/F012DFZTGPN/sweet-red-poppy-paracord-fitted-mask-2-1.pdf?origin\\_team=TKDQV9FKL&origin\\_channel=CV7NXAZBM](https://sussex-innovation.slack.com/files/U011TU6UFFC/F012DFZTGPN/sweet-red-poppy-paracord-fitted-mask-2-1.pdf?origin_team=TKDQV9FKL&origin_channel=CV7NXAZBM)

## **7. Workforce management**

### **7.1 Shift Patterns and working groups**

- We only have one shift 9am to 5pm which must be manned by at least 2 people.
- We only have one exit of AMP HOUSE. If multiple people are leaving at the same time, try to make sure a 2m gap is maintained.
- Try not to print whilst someone else is printing. Wait for them to pick up their paperwork before getting up to fetch yours.

### **7.2 Work related Travel & formal documents**

- We don't tend to visit client sites but avoid all unnecessary travel to client sites. Use Teams.
- Do not send or receive physical documents. Attempt digital signatures first.

### **7.3 Communication and training**

- HR – Jenny will send you an email confirming you understand this guidance. Please confirm you do by return email.
- If you do not understand any item, please contact Ian Hardman – 0208 123 7989 ext. 1001.
- If you have any suggestions, please contact Jenny – 0208 123 7989 ext. 1004

## **8. Inbound and outbound**

When leaving for the day, follow the same procedures. Please consider:

- wiping all equipment down (including mobile phone) with antibacterial wipe and dispose.
- wiping your desk with antibacterial wipe and dispose.
- wiping your carry item (briefcase/handbag) paying special attention to the carry point.
- Make sure you follow our clear desk policy.
- Make sure all drawers are locked.
- Say thank you to our security staff for keeping our office secure.
- If you are getting a taxi, please take care of yourself and the driver.

## 9. Approved

13/01/2025

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Ian Hardman

Director

Signed by: Ian Hardman

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