

OFFICIAL

Coronavirus – protect yourselves and others in the workplace

The health and safety of our workforce and citizens is paramount in our phased preparations to re-open our Services in line with the government's [route map](#) out of lockdown. All Services are working on renewal plans that follow this guidance and more importantly how we can do this safely – this includes a safe return back into the workplace.

Our Physical Distancing Guide

Our current working arrangements are looking different just now. The capacity in our buildings has been reduced to maintain physical distancing which means that fewer people can return to the workplace initially. The government advice is still, those who can work from home should continue to do so.

You are reminded that to help you to stay apart at work you should follow the signs and guidance in place to help keep everyone safe.

Changes in the workplace are based on our Physical Distancing Guidance and the relevant risk assessment - you can read the guidance [here](#). This mainly applies to the office environment but the principles are the same in other workplaces.



Stay apart guidance and signs

There are lots of signs around our buildings to remind you what to do and where to go.

Please follow the guidance on how you enter/exit and move around the building, especially paying attention to one way systems - these are in place to help you maintain a safe distance.

Staff support

For more information on your **safe return to the work place** [watch the video](#) below where our Health and Safety Manager, Emma Rodgers, will talk you through what to expect when you return.

You can also read the **staff guide**, a safe return to the workplace, [here](#).