

5 steps to working safely in THE OFFICE

There are five steps you can follow in order to safely return to work in an **office environment**.

Thinking of solutions can be daunting, so we've broken down the five steps and recommended examples of what you can do.



1

Carry out a COVID-19 risk assessment

- Use the HSE COVID-19 Risk Assessment template
- Identify sensible measures
- Include visitors in your assessment



Develop cleaning, handwashing and hygiene procedures

- Set up hand sanitiser stations
- Provide clear guidelines for staff and visitors
- Cleaning supplies for desks
- Bring own tea and coffee supplies
- Assess items which are shared – fridges, doors etc.



3

Help people to work from home

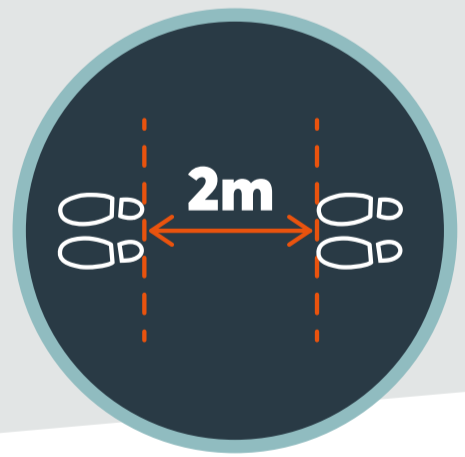
All staff who can work from home, should work from home. Exceptions may be:

- IT support
- HR and new starters
- Facilities manager



Maintain 2m social distancing, where possible

- Adapt workspace
- Limit number of people in communal areas
- Adjust desk layout



5

Where people cannot be 2m apart, manage transmission risk

- Wear PPE
- Separate entrances and exits
- Screens between desks

