



Workplace



- Only use your allocated workplace – do NOT use other desks for any purpose
- hotdez now operates a 'Clear Desk Policy' - desks to be cleared each evening for cleaning
- Use anti-bacterial spray on surfaces regularly

Cleanliness



- All contact areas eg toilets, printer etc to be cleaned with anti-bacterial wipe after use
- Do NOT flush wipes down the loos, use bins provided throughout the offices
- Ensure all rubbish is placed in either General Waste or Recycling bins as appropriate
- If agreed with co-workers, open windows for ventilation

Mobility



- Right of Way to be given to those descending stairs – step back and give room
- Keep movement away from your allocated workspace to a minimum
- Stagger arrival/departure times to avoid lobby congestion

Personal Hygiene



- Wash hands regularly and use hand sanitiser
- If you cough or sneeze, use a tissue or elbow
- Never physically contact a co-worker
- Use HMG social distancing guidelines
- Advised, but optional, to use a face covering when moving around offices (not at workplace)
- DO NOT COME ONSITE IF FEELING UNWELL

Visitors



- No visitors are permitted unless agreed by Directors and only in exceptional circumstances
- If allowed a visitor, the member is responsible for their adherence to these working practices
- Member deliveries are not permitted to the offices

Refreshments



- Where possible, members should bring in own refreshments (eg flasks). If using hotdez :
- A cup is provided and should be kept on desk and washed by the member
 - Member advised to buy own milk and mark bottle with name – only use own milk
 - Kitchen area contacts points must be cleaned with wipes after each use

Please follow hotdez Covid Working Practices at ALL times