

# Shropshire Wildlife Trust Covid-19 Operating Procedure (COP)

**Title:** Social distancing within offices guidance

## **Introduction**

Social Distancing is to be adopted while the restrictions of Covid-19 remain in place. It applies to anyone involved in our workplaces in any capacity and has been created to ensure, so far as it is reasonably practicable, that work will be carried out in our workplace with a commitment to protecting everyone.

In implementing this commitment to manage social distancing properly we deliver outcomes listed, though not limited to, those below.

## **SWT will:**

1. Carry out Covid-19 risk assessments to ensure the safety of our workplaces and letting our stakeholders know the results of the risk assessment, the associated hazards and precautions required to limit occurrences.
2. Ensure employees work at home if they can effectively do so.
3. Encourage staff and volunteers using public transport to follow Government guidance of wearing masks.
4. Stagger arrival and leaving times and provide floor markings, so people maintain a 2-metre distance when entering and moving around our buildings.
5. Providing key-fobs and touch pens for the entry security pads.
6. Use clear signage to ensure visitors, staff and volunteers follow the same guidance.
7. Use signage to remind visitors, staff and volunteers of social distancing guidance.
8. As numbers of visitors, staff and volunteers increase within our buildings, introduce safe walking routes consisting of a one-way system around corridors and floor areas.
9. Where a person needs to consult with another in a different area of the offices ensure phones are used in preference of face to face contact.
10. Ensure Microsoft Teams is available to all staff to conduct meetings rather than face to face. Person-to-person meetings are not considered essential.
11. Insist equipment and stationary (and other objects) are never shared.
12. Ensure workstations enable people to maintain at least 2-metres distance from each other - where possible, working back to back or side-to-side, rather than facing each other.
13. Consider using screens where necessary, depending on how many employees return to the offices (and mandatory once the Visitor Centre reopens).
14. Insist staff and volunteers bring in their own drinks and food to avoid the use of the kitchen area.
15. Where the kitchen area is to be used, it will be used by one person at a time.

Regular washing of hands with soap and water for at least 20 seconds is mandatory.



16. For use of the Abbey Foregate office main ground floor toilet facilities, implement and maintain a knock and step back system.

**Review date:** 7/10/20

**Previous review date:** 18/06 /2020

Version control:	V2.0
------------------	------

Regular washing of hands with soap and water for at least 20 seconds is mandatory.

