



## **COVID-19 PLAN**

**SILCOCK DAWSON & PARTNERS  
PRINCES RISBOROUGH**

**VERSION 1 : 04.06.2020**

**Issued by:-**

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**REVISION SHEET**

**COVID-19 PLAN**

**SILCOCK DAWSON & PARTNERS : PRINCES RISBOROUGH**

**Version 1**

Date of issue 04/06/2020

Prepared by Chris Smart

| Revision | Date | Details | Changes | Author | Checked |
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## 1. INTRODUCTION

We understand how important it is that we can all work safely during the COVID-19 pandemic and this document is to help our employees, self-employed contractors, suppliers and clients understand how we plan to work safely during the COVID-19 pandemic, keeping as many people as possible 2 metres apart from those they do not live with.

## 2. THINKING ABOUT RISK

We have undertaken a COVID-19 Business Risk Assessment for our company to assess and manage the risks of COVID-19. The objective of the Business Risk Assessment is to identify sensible measures to control risk in the workplace.

The results of the Business Risk Assessment are available to all staff members, clients and suppliers.

## 3. MANAGING RISK

Whilst the Government lockdown is in place all staff members who have not been furloughed are requested to generally work from home where possible.

Where working from home is not possible, or when a return to office working occurs, every reasonable effort has been made to comply with the social distancing guidelines set out by the Government (keeping people 2 metres apart wherever possible).

### Actions being undertaken:

- Requesting staff to increase their frequency of hand washing and use of surface cleaning products provided for their use.
- Placing of 2 metre indicating tape to remind staff of safe distancing.
- Hand sanitizers have been made available at entry and exit points, in meeting rooms, in the kitchen area, and placed throughout the office in accessible locations.
- Hot-desking, sharing of equipment, etc. is no longer permitted.
- In-person meetings in our offices will be avoided. Meetings will be undertaken via video conferencing where possible.
- Back-to-back or side-to-side seating arrangements, rather than face-to-face.
- Reduction of the numbers of staff members in each office at any one time to reduce contact with others.

All staff members aged 70+, who are pregnant or have certain health conditions, are being instructed to work from home. Staff members who are self-isolating have also been instructed to work from home.

Any member of staff (or a member of their household) becoming ill with COVID-19 must inform their Director immediately and self-isolate in accordance with Government guidelines.

All elements of our COVID-19 Plan will be reviewed and updated as Government advice is amended.

## 4. SOCIAL DISTANCING AT WORK

All staff members are to maintain 2 metre social distancing wherever possible, including whilst arriving at and departing from work, while in work, whilst travelling and when visiting other offices/sites.

### Actions being undertaken:

- You must maintain social distancing in the workplace wherever possible.
- Where social distancing guidelines cannot be followed in full in relation to a particular activity, we will consider whether that activity needs to continue for the business to operate and if so take all the mitigation actions possible to reduce the risk of transmission. Mitigating actions will include:
  - Further increasing the frequency of hand washing and surface cleaning.
  - Keeping the activity time involved as short as possible.
  - Using screens/barriers to separate people from each other.
  - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
  - Reducing the number of people each person has contact with by using fixed teams or partnering (so each person works with only a few others).

Social distancing applies to all parts of our business, not just the place where people spend most of their time, but also entrances and exits, meeting rooms, kitchen areas, and similar settings.

Staff members are being requested to bring in their own food, avoiding congestion in kitchen areas and unnecessary visits to local food stores.

### 4.1 COMING TO WORK AND LEAVING WORK

To maintain social distancing wherever possible, on arrival and departure, and to ensure hand-washing upon arrival, we have put in place the following steps:

- Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.
- The use of 2m distancing floor markings and a one-way flow system at entry and exit points (entrance front door; exit rear door).
- Providing hand sanitizer at entry/exit points.
- The fire doors between No. 4 and No. 5, and the doors at the top and bottom of both stairwells, will be held open during the day. If you are the last person out of the office, please ensure that all doors are closed as they are fire doors.

### 4.2 MOVING AROUND PREMISES

To maintain social distancing wherever possible whilst people travel through the workplace, the following steps are being undertaken:

- Reducing movement by discouraging non-essential trips through the building, for example, restricting access to the Accounts and CAD Departments, encouraging use of IT and telephones.
- Introducing a one-way flow through offices, i.e. in the Risborough office, walking up staircase 4 and down staircase 5.
- Regulating use of high traffic areas including walkways to maintain social distancing. 2 metre distance markers are being provided to all thoroughfares.

### 4.3 WORKPLACES AND WORKSTATIONS

For people who mostly work in one place, workstations will be adjusted to maintain social distancing wherever possible.

Workstations are assigned to an individual and not shared.

If it was not possible to keep workstations 2 metres apart then we have taken all mitigating actions possible to reduce the risk of transmission.

The following steps are in place:

- We have reviewed layouts and processes to allow people to work further apart from each other.
- Floor tape is being used to mark areas to help workers keep to a 2 metre distance.
- Where it is not possible to move workstations further apart, workstations have been rearranged for staff to work side-by-side or facing away from each other rather than face-to-face.
- In instances where it is not possible to move workstations further apart, screens are provided to separate people from each other.
- Occupancy levels are being managed to enable social distancing.
- Avoiding use of hot desks and spaces and, where not possible, for example, training facilities, cleaning workstations between different occupants including shared equipment.
- Each workstation to be cleaned daily, i.e. keyboard, telephone, mouse, etc. by staff member at the end of each working day or on leaving the office using cleaning materials provided throughout the office.

### 4.4 MEETINGS

To reduce the possibility of transmission due to face-to-face meetings and to maintain social distancing in meetings, the following steps will be taken:

- Using remote working tools to avoid in-person meetings.
- Where in-person meetings are necessary, only absolutely necessary participants should attend and they should maintain 2 metre separation throughout.
- Maximum of three people may use the Conference Room at any one time, ensuring 2 metre social distancing is utilised.
- Maximum of two people may use the two smaller meeting rooms at any one time, ensuring 2 metre social distancing is utilised.
- Avoid transmission during meetings, for example, avoiding sharing pens, keyboards, mice, and other objects.
- Providing hand sanitizer in meeting rooms.
- Holding meetings in well-ventilated rooms wherever possible.
- Using floor signage to help people maintain social distancing in areas where regular meetings take place.

### 4.5 COMMON AREAS

To maintain social distancing whilst using common areas, the following steps will be taken:

- Staggering break times to reduce pressure on kitchen areas.
- Using safe outside areas for breaks.
- Encouraging staff to bring their own food and drinks to minimize kitchen usage.
- Encouraging staff to bring their own kitchen utensils (spoons, etc.) which should be kept at their own individual workplace.
- The use of the microwave/shared kitchen equipment is forbidden.

- Antibacterial spray provided to for use shared equipment such as ZIP tap, kitchen taps, drawer handles, etc.
- Staff to only obtain their own drinks from kitchen areas; not to “get a round in”.

## **5. MANAGING CONTACTS**

Unnecessary visits to either our office or to other offices must be minimised. In-person meetings should be avoided where possible.

Visitors (including clients, design teams and suppliers) to the workplace should be limited. Where visitors are essential, our social distancing and hygiene rules should be explained to them prior to their visit and on arrival.

Steps that will be taken include:

- Encouraging visits via remote connection/working where this is an option.
- Where visits to our offices are essential, site guidance on social distancing and hygiene will be explained to visitors before and on arrival.
- Where visits to client/customer sites and/or offices are essential, site guidance on social distancing and hygiene must be requested prior to your visit and, where necessary, a site/business risk assessment should be requested and recorded/filed into our system.
- Limiting the number of visitors at any one time.
- Limiting visitor times to a specific time window and restricting access to required visitors only.
- Maintaining a record of all visitors.
- Visitor signing in arrangements to ensure social distancing and hygiene; visitors to use their own pen to sign in.
- Private deliveries for staff (Amazon etc.) are banned until further notice to reduce the number of deliveries.

## **6. PROVIDING AND EXPLAINING AVAILABLE GUIDANCE TO VISITORS**

To assist our staff to understand what they need to do to maintain safety, we will undertake the following:

- We will provide clear guidance on social distancing and hygiene to visitors before their arrival and on arrival, for example, via our website and/or by email.
- We will establish host representatives relating to COVID-19 and provide any necessary training for staff who act as hosts for visitors.

## **7. WORKPLACE CLEANING**

### **7.1 CLEANING THE WORKPLACE BEFORE RE-OPENING**

To make sure that any site or location that has been closed or partially operated is clean and ready to re-start, the following will be undertaken:

- The premises will be thoroughly cleaned prior to full re-opening.
- Where feasible, windows and doors will be opened frequently to encourage ventilation.

### **7.2 KEEPING THE WORKPLACE CLEAN**

To keep our workplaces clean and prevent transmission by touching contaminated surfaces, the following steps will be taken:

- Frequent cleaning of work areas and equipment to be undertaken between uses, using cleaning products provided through the office.
- Frequent cleaning of objects and surfaces that are touched regularly to be undertaken, such as door handles and keyboards.
- Cleaning materials and hand sanitizer will be provided adjacent to high usage equipment i.e. photocopiers/printers.

## **8. HYGIENE - HAND-WASHING, SANITATION FACILITIES AND TOILETS**

To help everyone keep good hygiene throughout the working day, the following steps will be taken:

- Using signs and posters to build awareness of good hand-washing techniques, the need to increase hand-washing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Providing regular reminders and signage to maintain personal hygiene standards.
- Providing hand sanitizer in multiple locations in addition to washrooms.
- Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- Providing waste facilities and frequent rubbish collections.
- Where possible, providing paper towels as an alternative to hand dryers in hand-washing facilities.

## **9. HANDLING GOODS, MERCHANDISE AND OTHER MATERIALS**

To reduce transmission through contact with objects that come into the workplace, the following steps will be taken:

- Introduce hand sanitizer for staff handling goods and merchandise entering the offices.
- Non-business deliveries, for example, personal deliveries to staff, are forbidden.

## **10. PPE EQUIPMENT**

Although PPE equipment is not a requirement in our offices, PPE equipment in the form of face masks, disposable gloves, hand sanitizer, equipment cleaning wipes and antibacterial surface sprays are available in our offices for staff use.

## **APPENDIX A : MEETINGS / VISITOR(S) WITHIN SDP OFFICES**

- The person visiting our office must be provided with a copy of this Appendix to ensure they are aware of their responsibilities.
- To avoid the use of push button/video access systems, visitor(s) must call the person being visited on their mobile or direct dial number to announce their arrival at our office so that the staff member can meet them at the entry point.
- The person being visited must provide the visitor(s) with disposable gloves.
- The person being visited must take his/her visitor(s) personally to their designated meeting room.
- The person visiting must bring their own refreshments as these will not be provided.
- The person visiting must accept responsibility for their own wellbeing throughout their visit.
- Every visitor must sign-in/sign-out using their own pen.

## **APPENDIX B : MEETINGS HELD AT OUTSIDE COMMERCIAL/OFFICE PREMISES**

- Should a situation occur where you have no option but to visit another company's office/commercial premises for a meeting you must request a copy of that company's COVID-19 Plan prior to your meeting to ensure appropriate safety measures are in place.
- You should ensure that you have your own PPE equipment with you i.e. gloves, hand sanitizer and where required a face mask. The disposable items should be disposed of after the visit/meeting.
- The use of public transport should be avoided. Where this is unavoidable - the use of a face mask is essential.
- Ensure that you do not share any equipment during your visit including pens, etc.
- Ensure that you take your own refreshments with you for your visit.

## APPENDIX C: CHECKLIST FOR MEETINGS AT PROJECT/CONSTRUCTION SITES

### ACTIVITY CHECK-LIST PRIOR TO VISIT

| ITEM | ACTIVITY   | ✓ |
|------|--|---|
| 1.   | Should project site visits be unavoidable, you must obtain a copy of the contractors COVID-19 plan/instructions prior to your visit. If you have any queries on the measures in place, please raise these prior to your visit. |   |
| 2.   | If you have been deemed as potentially 'High Risk' to COVID-19, you must not attend site visits.   |   |
| 3.   | You must adhere to the contractors COVID-19 plan/instructions for that site at all times.  |   |
| 4.   | You should ensure that you have your own PPE equipment with you, i.e. gloves, hand sanitizer and, where required, a face mask. The disposable items should be disposed of after the visit.                                     |   |
| 5.   | The use of public transport should be avoided. Where this is unavoidable - the use of a face mask and gloves is essential.   |   |
| 6.   | Ensure that you do not share any equipment during your visit including pens, etc.  |   |
| 7.   | Ensure that you take your own refreshments with you for your visit.  |   |

|                |  |
|----------------|--|
| Project Number |  |
| Project Name   |  |
| Employee Name  |  |
| Signed         |  |
| Date Completed |  |

*Please scan a copy of your completed Check List and save into the project folder.*