

Protocols for safely returning to work in the NICVA building

This document applies to all staff and tenants working in the NICVA building. They are designed to keep all those working in the building as safe as possible and are based on the principles resulting from NICVA's COVID19 Risk Assessment.

1. Work from home (if possible), self isolate (for at least 10 days) and do not come to work in the building if you have symptoms of COVID19 which are:
 - A high temperature
 - A new, continuous cough
 - A change to or loss of taste and smell
2. Inform your line manager, HR Manager or another senior manager if you become unwell whilst in NICVA, with symptoms of COVID19 as outlined above, and leave the NICVA building immediately.
3. If you fall into the categories outlined in points one and two you must arrange to get tested for COVID19. You can book a test on the [NHS website](#).
4. Should you or members of your household develop COVID19 symptoms, you should follow up to date Public Health Agency guidance on self-isolating [here](#).
5. Everyone has a legal duty to follow The Health Protection (Coronavirus, International Travel) (Amendment) Regulations (NI) 2020 to self-isolate for 14 days when returning from a country outside the Common Travel Area or a county which is exempt as listed [here](#).
6. Everyone is required to follow Public Health guidance relating to good hygiene practice. This includes:
 - [regular handwashing](#) with soap and water for at least 20 seconds
 - using hand sanitiser if handwashing with soap and water unavailable
 - avoiding touching your face, eyes, nose or mouth
 - catching coughs and sneezes in a tissue or sleeve
 - bin all tissues used and wash hands
7. All those entering the building are encouraged to do so via the car park entrance (sensor operated) and avoid using the touch keypad on the Duncairn entrance. During Reception opening hours, the Duncairn entrance will be set to sensor opening when you approach the door.
8. When leaving the building, you should give way to those entering leaving 2m.
9. Once inside the NICVA building and at all times, effective social distancing must be practised, ideally maintaining a 2-metre distance from others or at

least 1 metre where 2 metres isn't possible.

10. On entering the building at either entrance you must use hand sanitiser available.
11. If you arrive to work pre 9am you must email the Receptionist (reception@nicva.org) for the in/out board to be marked by the Receptionist for fire safety and availability.
12. If you arrive after 9am when the Reception is open you should make yourself known to the Receptionist to mark you in, or email as per point 10 above.
13. Access to the area behind the Reception desk is restricted to the staff who work there only ie. Senior Caretaker and Receptionist/Reception cover.
14. No personal parcels or packages are to be ordered for delivery to NICVA. NICVA will not take delivery of personal packages.
15. When greeting people there should be no contact ie. no handshake or hug.
16. Hand sanitiser will be available at various access points throughout the building and should be used regularly to supplement regular hand washing.
17. Disposable hand towels should be used in washrooms, not hand dryers.
18. Small meeting tables in offices are not to be used by more than one person at a time as 2 metre social distancing cannot be maintained. If a small meeting table is used, it must be cleaned with antibacterial wipes after use.
19. Hot desking must be avoided.
20. Equipment should not be shared between people.
21. Only one person is permitted at the first floor printer at one time. After use, all printer surfaces touched must be wiped down using anti bacterial wipes which must then be disposed of in the pedal bin.
22. Long conversations should not take place in corridors which are enclosed spaces.
23. Only one person is permitted in the lift at one time, except in the case where someone requires assistance for example during a fire evacuation.
24. When possible, office, corridor, kitchen, washroom and meeting room windows should be opened to increase ventilation.

25. Where face to face meetings take place, windows should be opened where possible to increase ventilation.
26. Staff should remain within their own offices and avoid moving between offices in so far as is reasonably practicable.
27. Workstation areas including desks and floor space must be kept tidy and free from clutter to reduce the number of hard surfaces which will require cleaning.
28. You are responsible for emptying your own bin daily into a central general waste pedal bin available on each floor.
29. You are required to clean your workstation at the end of each day with antibacterial wipes provided. You can request more from Caretaking staff. This includes your desk, chair arms and other hard surfaces you have touched such as cupboard and drawer handles.
30. Phone calls and online meetings are encouraged over face to face meetings, either internally or externally and where possible.
31. Strictly Caretaking staff (or other staff providing cover in their absence) only allowed access to the ground floor kitchen.
32. Kitchen cupboards must not be used to store dry food/drinks, crockery or other items. You must keep these items at your own workstation.
33. *Points 31 & 32 still to be agreed - When using the 1st and 2nd floor kitchens you are required to:*
 - *Sanitise your hands before entering*
 - *Limit your use of the kitchen throughout the day*
 - *You must wash, dry and then remove any items of crockery/cutlery.*
 - *Toasters and microwaves have been removed and are unavailable.*
 - *The fridge door handle and other hard surfaces you touch are to be wiped down with anti-bacterial wipes after use.*
 - *You should wash your hands thoroughly as the last thing you do before you leave the kitchen.*
 - *Shared tea and coffee is not available in the kitchens. You may request a supply from Caretaking staff and a container will be provided to you to keep at your workstation OR NICVA will provide flasks of tea and coffee at central points on each floor at regular intervals.*
34. *Break and lunch times – either stagger time slots or use Training Room in addition to the staff kitchen.*
35. *No more than 2 individuals in washroom facilities at one time*

36. All pedal bins throughout the building must be operated using the pedal and not by hand lifting the lid.

I commit to adhering to these protocols to the best of my ability to keep me and my colleagues safe at work and to fulfil the mitigations identified as part of NICVA's COVID19 Risk Assessment.

Name: _____ Date: _____

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