

BCHQ & CV19

After the announcements from the government, it's probably a good idea to clarify where things stand with the Box Clever Office, and how we are going to try to use it going forward.

One important thing to say is currently nothing has changed for us. The guidance remains that if you are able to work from home then you should do so. So far, we all seem to be working in this way very efficiently and there's no need for any of us to be in the office.

For the moment, we'll remain as we are.

Looking beyond the immediate future, there may be a point where we start to use the office again.

Here's a few things we'll need to do when we get to that point:

- Initially, we will only ever have one person working in the office at any one time.
- Each person who uses the office should wipe down their work area when they arrive, with sanitising wipes (including IT equipment/ phone handsets) and immediately dispose of those wipes. These will be provided by Box Clever, as will hand sanitiser, which should be used immediately after cleaning, and regularly as required throughout the working day.
- At the end of the working day, please clean down your desk and IT equipment again, following the same procedure as you did on arrival.
- Working hours should be arranged to avoid rush hour travel where at all possible, and, if possible, we should avoid the use of public transport (though I appreciate this is not possible for everyone).
- If and when we progress to having more than one person in the office at any time, we will reconfigure the layout of the desks so that people are not sitting opposite each other, and so that 2m social distancing can be maintained as far as is possible.
- It goes without saying, that if any member of staff begins to experience symptoms of Covid 19, they should not come into the office under any circumstances.
- At the moment, we have not received any information from Workspace regarding any procedures that they may introduce in the public areas of the building and grounds, but staff should abide by any measures they may require from us. On returning to the office from any public areas during the day, staff should use hand sanitiser before resuming work.
- When we move to people being asked to work in the office again, a formal Risk Assessment will be undertaken, and made available to you.

That's where the thinking lies at the moment. As further government guidance is issued, this may change, but we'll be sure to keep you updated. If you have any questions or concerns relating to any of this please don't hesitate to contact Pip or Michael.