



## **COVID-19 Working Policy**

**Document Date: 08/06/20**

**Revision Dates:**

**Author: Zoe Vanderstay**

**Position: Director**

It is clear that social distancing is going to continue for some time, therefore it's imperative that we implement safe working procedures for all staff to ensure their wellbeing. With this in mind this document details how SoulPad will operate to ensure we comply with social distancing and hygiene requirements to keep everybody safe whilst we open up the business.

For now, we would like for only one staff member to be present at the offices and showroom at a time. If staff do need to be there at the same time staff will need to apply social distancing of 2 metres between each other. This may mean using separate offices.

There will also need to be a greater emphasis on home working for all staff. Staff should only travel to the showroom for showroom appointments or to collect supplies.

- Handshaking and embracing between members of staff, customers, contractors, and visitors is not permitted and the 2 metre rule is to be observed at all times.
- Hygiene within the work environment is critical and staff must undertake strict cleaning regimes to ensure contact points such as door handles, push plates, desks etc. are cleaned on a daily basis.
- Individuals are responsible for ensuring their own workstation and equipment is wiped down with sanitising wipes twice daily, wipes will be provided.
- Regular hand washing for 20 seconds with soap and hot water is required, particularly when using the kitchen and prior to eating. Hand sanitiser provided should also be used.
- Staff should use the kitchen and toilet off it as necessary. Both should be wiped down before and after use with the sanitising wipes provided.
- Visitors may use the toilet facilities off the kitchen and will be required to follow the same hygiene levels as outlined to staff.
- Staff are encouraged to bring refreshments from home, to avoid using the kitchen. Only prepare drinks/food for your own consumption.
- The offices are out of bounds to all visitors who may talk with staff through the sliding window, as long as they keep to social distancing rules.

- The entrances to the showroom and offices should remain locked when staff are on site, to avoid unforeseen contact from cold callers, the postman, couriers etc. A key should be left in the lock for easy exit in an emergency.
- Before they visit, all showroom appointments will be sent instructions on visiting us safely. They will understand our requirements in advance which will include waiting outside until being invited in by the member of staff present.
- Face to face meetings between staff are to be avoided with the use of telephone or video conferencing (Google Hangouts) being the preferred option.
- Where a staff meeting is absolutely necessary this will be conducted in a ventilated room where social distancing of 2 metres should be observed, this will likely be in the main area of the showroom.
- Parking should be in alternate bays at the rear of the showroom. This will free-up space at the front of the showroom for visitors to park safely.
- No customer collections from the warehouse or showroom are permitted.
- Personal items such as pens, staplers, hole punches etc. should not be shared.
- In the event of an evacuation of the building you should leave the building by the nearest available exit and the one way system will not apply. A 2 metre distance should be maintained where possible and especially at the fire assembly point.

This document will be updated as and when it is necessary and when government advice changes. The overriding principle is to keep all our staff safe during this COVID 19 pandemic whilst being able to operate a showroom service to customers. We appreciate this will cause disruption but we must accept this is now a function of our everyday life.