

Working in VGC offices

Social distancing involves reducing day-to-day contact with other people as much as possible, in order to reduce the spread of coronavirus (COVID-19).

This will be best managed by ensuring people's behaviour and culture are focused on maintaining the two-metre rule and not touching surfaces unnecessarily.

If your manager has agreed you need to attend the office, the following protocol should be followed.

Social distancing measures apply to everyone.

- Avoid crowding. Minimise opportunities for the virus to spread by maintaining a distance of at least two metres (three steps) between each other.
- Wash your hands regularly, using soap and water, for 20 seconds, particularly after blowing your nose, sneezing or coughing.
- You should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash your hands.
- Ensure your desk is kept clear. Clean workstation equipment at the start and end of your shift
- Do not touch door handles, handrails or anything else unless you need to. If you do touch shared surfaces, wash your hands afterwards.
- Do not use the lift unless necessary, and no more than one person at a time.
- Clean up as you go. Do not leave dirty cups, plates cutlery or waste packaging for someone else to deal with.
- Only one person in a toilet facility at a time.
- Ensure the desks on either side of you and opposite you are vacant while you are working. Do not hot desk.
- Do not attempt to pass on the stairs. Wait until the other person has passed.
- No more than one person at each table in the canteen area.
- Avoid touching your face with your hands.
- Avoid physical contact with other people.
- Do not come into the office if you or someone in your household feels unwell.

Do:

- Wash hands frequently and thoroughly
- Clean desk and equipment before and after each use
- Avoid touching surfaces where possible
- Avoid touching your face with your hands
- Avoid physical contact
- Clean up after yourself - don't leave washing up for someone else