

COVID-19 Procedure

Please I urge everyone to read this and take it seriously for the sake of you and your fellow employees safety

So basically as of from today when you come into the office we are implementing the following procedures

- 1) Each employee is responsible for wiping down and cleaning my desk at the start or the end of every working day antibacterial wipes will be supplied
- 2) As soon as me and Steve have purchased them and they are available face masks must be worn working in the office
- 3) Staff members will be responsible for washing up and cleaning their own mugs and glasses
- 4) Staff members will hand sanitiser on arrival and leaving the office as well as leaving your desk to go upstairs and return
- 5) At the end of each day the last person in the office is to then wipe all of the exposed services which are as follows. The microwave the fridge the kettle all door handles that will be used and the tea and coffee cabinet handles
- 6) Windows will be kept open for good ventilation
- 7) Any individual showing any symptoms re-Covid are you temperature cough and cold symptoms will be asked to work on remotely for at least two weeks but we will insist that you get tested the next day if possible. If the test result is negative you are safe to return to work
- 8) Naturally we ask if you can keep to the Covid restrictions and be at least 1 m away from fellow employees please
- 9) As pointed out from Steve before If you are intending to return to the office before the 20th please put your days on the whiteboard
- 10) I will only be offering clients Zoom meetings or phone calls for the immediate term (Steve Rob I suggest you do this as well please)
- 11) When clients bring in books can the allocated staff member a) Wipe them down immediately and b) Leave at least 24hrs before handling the books

Let's all hope that the cases decrease to practically nothing so we can return to normality soon as possible.

Kind regards,

Simon