

Covid-19 Essential Worker Policy for Cobac House

Bridge Insurance Brokers Limited (Bridge) has a duty of care to continue to protect the health and safety both our employees of other people who may be affected by our business, such as for customers, contractors and any other visitors.

We continue to follow Government guidance and are making every reasonable effort to enable employees to work from home as a first option.

There are a small number of roles where working from home isn't possible and following a full risk assessment, several Essential Workers have been identified.

The number of roles this applies to has been kept small to enable us to take sensible measures to control the risks in the workplace through keeping the workplace clean, maintaining safe working separation, and preventing transmission.

If you are deemed to be an Essential Worker may work from Cobac House during Covid-19 you are required to follow this guidance for your personal safety and to ensure that of your colleagues:

You must not go into the office if you:

- are unwell with coronavirus symptoms
- are told to self-isolate by a government test and trace service, because they've been in close contact with someone who's testing positive
- need to self-isolate because someone in their household has symptoms

If you are at work and become unwell with coronavirus symptoms you must:

1. Notify either Richard Parslow or Sarah Harrop straight away and go home.
2. Avoid touching anything and wash their hands regularly.
3. Cough or sneeze into a tissue and put it in a bin, or if you do not have tissues, cough and sneeze into the crook of their elbow.
4. Use a separate bathroom from others, if possible
5. Avoid using public transport to travel home, if possible

If you become unwell with coronavirus symptoms within 5 days of attending the office or any work-related meeting, you must also notify either Richard Parslow or Sarah Harrop straight away as well as reporting any sickness absence to your line manager in the normal way.

If you are Essential Worker and need to go into the Office you must:

1. Contact Richard Parslow who will carry out a risk assessment prior to you being allowed into the office.
2. Consider your journey to the office. Car Parking is available at City Tower for all Key Workers during this period. Business Support can provide access if not a normal user of City Tower.
3. Use of staff car sharing is not permitted.
4. If you are using public transport you must wear a facemask.



5. Ensure that you have a fully charged mobile phone with you, and that you have saved the telephone numbers for Business Support and your line manager/director numbers in case of emergencies.
6. When you arrive at the office, report anything unusual immediately - **contact Business Support & the emergency services if needed.**
7. The first person to unlock the building must contact Jill Sayers to advise that they have safety entered. The last person to leave and lock up must also ring Jill to advise they have left. This will ensure that the business is aware of any lone working situations and that you are safe.
8. Do not use the lift if you are alone in the building. The lift capacity is restricted to 1 person only with social distancing.
9. Please ensure you regularly wash your hands with soap, warm water for at least 20 seconds and dry them with a paper towel. Make regular use of the fixed hand sanitizers stations around the building.
10. You must clear & tidy your desk of all items so that you are working at a clear workstation. This allows all areas of the office used by Key Workers to be professionally cleaned by our cleaning company. In addition, you must use the anti-bacterial sprays and disposable paper towels which are in all work areas to self-clean your desk, printer and kitchen areas before you start work.
11. Disable the internal door keypads and wedge doors open; ensuring you close and reactivate the locks when you finally leave.
12. If another person is in the office when you are in, you must observe the government guidelines on 2m social distancing. If you need to move from your usual desk to maintain this, please do so but fully clear that desk and clean it before use, taking your own keyboard and mouse to use. You are not to share office equipment. Staff should stay to their own areas of the building and are not to enter other floors or areas they don't work in.
13. All toilets, kitchens, post room and ground floor meetings rooms at Cobac House are small and therefore with social distancing we will need to operate a 1 out 1 in system. Please check the staircase before use to ensure it's clear.
14. When you leave the office please notify Business support to advise them that you have safely left. If you fail to advise them you have left, they will notify your line manager/director.

If you have arranged to meet a visitor in the Office:

In advance of the date of the meeting

1. Speak to Richard Parslow to discuss any implications of the visit in relation to risk assessments in place at the time of the visit.
2. Explain to your visitor that we are asking anyone who attends meetings in office to complete a short self-assessment form which you will send in advance of the meeting (see attached). Check with your visitor whether there are any specific precautions they would like us to take during the meeting (eg, would they prefer you to wear a face mask?)

3. Explain that there are a number of things we will ask them to do during their visit such as using the wall mounted hand sanitisers provided and maintaining social distancing and that they will be accompanied throughout their visit.
4. Remind your visitor that they will not be able to come into the building if they:
 - are unwell with coronavirus symptoms
 - are told to self-isolate by a government test and trace service, because they've been in close contact with someone who's testing positive
 - need to self-isolate because someone in their household has symptoms
5. Give full consideration to where the meeting will take place in order to ensure social distancing. Consider where the nearest toilet is and whether any refreshments will be required. If you are unsure, please speak to Richard or Sarah.

On the day of the meeting:

1. Ensure that the meeting room is set up to ensure social distancing.
2. At arrival on site check the details on the Self Self-Assessment before going to the meeting room. If you have any concerns about whether your visitor attending the meeting due to Covid-19 related issues, please speak to Richard or Sarah.
3. Take the most direct route to the meeting room. If refreshments are required, please provide bottles and cans only.
4. Remind the visitor/contractor that we are Social Distancing and to ensure hand sanitizers are used throughout their visit on site.

Contact details

Richard Parslow – Head of Risk Management - 07818 585680
Sarah Harrop – Head of HR - 07587 094622
Jill Sayers – Executive PA - 0161 234 9333