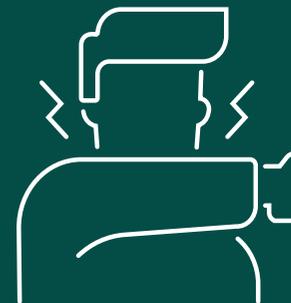
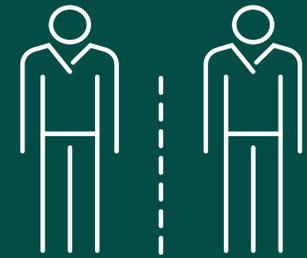




COVID-19

Workplace Guidelines



Latest Updates

Date	Update	Section
17/08/2021	Please see the section 'Overview of Services' for the full updates.	Overview of Services
17/08/2021	Self-isolation changed.	General Principles
17/08/2021	Staff, tenants, co-workers and visitors are still required to wear a face covering (unless exempt) in all communal areas.	Social Distancing, Face Coverings and Hygiene
17/08/2021	Deep cleaning of offices will be carried out again once the tenants have informed us that they are planning to return.	Office Cleaning
10/11/2021	Holyrood Lounge in Scott House is now open.	Overview of Services
10/11/2021	Phone booths are now open in our co-working space.	Overview of Services
03/02/2022	Please see section 'Overview of Services' for full updates.	Overview of Services
03/02/2022	Please see section 'General Principles' for full updates.	General Principles
03/02/2022	QR codes in entrances are to be removed.	Overview of Services

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Overview of Services

Working Arrangements	We continue with a mixture of office and home working. Our staff will be in three to four times a week.
Building Access	24/7 access with a fob.
Telephone Calls	Limited call answering. Calls have been diverted and voicemails have been set up as requested.
Incoming Mail	We will send you an e-mail if you have received mail.
Deliveries	We do not accept any deliveries (e.g., Amazon parcels).
Outgoing Mail	We can frank your mail once a week.
Visitors	If it is necessary for you and for your visitor(s) to come in, please make a note of your visitors and report them in case of any emergency.
Meeting Rooms	Our meeting rooms are open for internal meetings. A new booking system is in place at Scott House. Tenants located in our other buildings can book a meeting room by sending an enquiry to team@strathmoreedingburgh.com for the time being, and we will be in touch with further information in due course.
Lounge Access	The Holyrood Lounge is open for use to Scott House tenants. Please maintain your distance from others and continue to wear a face covering when moving around.
Phone Booths	Phone booths for our co-working members are available for use. Please leave the doors open to allow for ventilation when not in use.

General Principles



Anyone who has symptoms of, or who tests positive for, COVID-19 is required to [self-isolate](#) and continue to follow [advice on self-isolation](#).

Anyone who becomes unwell with COVID-19 symptoms at work should go home as soon as possible. They should minimise contact with others, and they should follow [Transport Scotland's advice on how to travel safely](#) and [the Scottish Government's guidance on travel and transport](#), and arrange a [PCR test](#).

If you have been identified by Test and Protect as a close contact of a positive case, you should refer to [Contact tracing in Scotland | NHS Inform](#) for the latest information

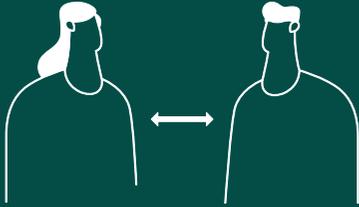


Before attending the workplace, we encourage you to take regular lateral flow tests if you do not have symptoms.

Avoid close contact with people who are unwell.

Should you or your visitor(s) have tested positive for COVID-19 and have been in the office building in the last 48 hours, please inform General Manager Jill Shepherd by phone (0131 357 9335) or via e-mail (jill.shepherd@sbc-uk.com) as soon as possible.

Social Distancing, Face Coverings & Hygiene



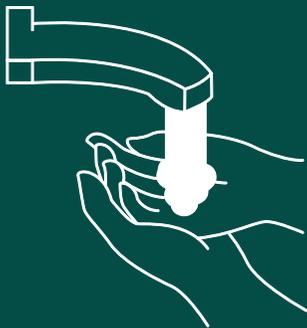
Social distancing from others should be maintained wherever possible (e.g., when arriving at and departing from work, in communal areas). Where it is not possible, close contact should be avoided.

Notices have been placed throughout the building advising the maximum occupancy of certain areas; for example, kitchens and lift.



Staff, tenants, co-workers and visitors are required to wear a face covering (unless exempt) in all communal areas.

In line with [NHS guidelines](#), wash your hands frequently with soap and water for at least 20 seconds.



When entering the workplace, a hand sanitising station is located at the entrance. Please use this. If you are not able to sanitise your hands (e.g., because of skin problems), please avoid touching anything with your bare hands and wash your hands thoroughly as soon as possible.

Wall-mounted hand sanitiser dispensers have been installed throughout the building.

Disposable paper towels are available to use in kitchens and bathrooms.

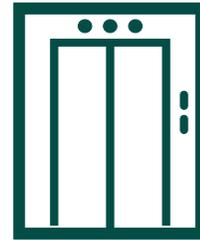
Cover your mouth and nose with a tissue when coughing or sneezing. If you do not have a tissue, use your sleeve. Throw used tissues into a bin and wash your hands.

Getting Around



Please follow the below guidelines when moving around (e.g. on stairs, in corridors):

- 1 Maintain social distancing as much as reasonably possible.
- 2 Keep to your left.
- 3 Use landings as passing points wherever possible.
- 4 Avoid touching bannisters.
- 5 Maximise the use of stairs (rather than using the lift).



Lifts can act as bottlenecks, especially when arriving at and departing from work, and thus not enabling social distancing. Additionally, being an enclosed space, the risk of infection is higher.

- 1 Only those who need it most (e.g., people with physical or other health impairment or condition) should use the lift on a regular basis.
- 2 In order to avoid queues, use the lift only to go up and only if you must do so.
- 3 Avoid using the lift to come down if possible.
- 4 You can use the lift for the transportation of heavier parcels, equipment, etc.
- 5 When using the lift, avoid direct hand contact with lift push buttons.

Office Cleaning



1 We have provided our cleaning staff with a list of additional tasks related to COVID-19. If you would like a copy of the additional tasks, then please get in touch with Jill Shepherd.

2 Offices will be thoroughly cleaned once a week.

3 In order to allow for better cleaning of surfaces, please clear your desks, tables, etc. at the end of the day. This includes putting away documents and notes, placing dirty dishes in the dishwasher, taking your personal belongings with you, etc.

4 There will be cleaning sprays and kitchen rolls in kitchens. We would like to encourage everyone to wipe down appliances and surfaces after use as part of collective efforts to maintain cleanliness.

5 Cleaning and disinfecting of frequently touched surfaces in areas of high use takes place during cleaning shifts.

6 For the safety of our cleaning staff, they will not clean keyboards and computer mice.

We encourage you to clean and disinfect your desk and equipment before and after use.

Workspace Management

- 1 Review and consider how you can maintain social distancing within your office.
- 2 Where it is not possible to maintain social distancing, consider using barriers or screens to separate staff from each other. Alternatively, split your staff into teams to reduce the number of people in offices at any one time.
- 3 Avoid sharing workstations. If not possible, workstations should be shared by the smallest possible number of staff members.
- 4 Where applicable, use tape on desks to limit desk usage and identify areas to be kept apart. Use floor tape to help maintain social distancing.
- 5 Consider using, for example, signage and visual aids in offices to build awareness of social distancing, personal hygiene, cleanliness, etc.
- 6 Clean and disinfect your workstation on a regular basis throughout the day, including frequently touched objects and surfaces (keyboard, mouse, telephone handset, etc.).
- 7 Avoid sharing office supplies, other objects and equipment (e.g., calculators, hole punches, pens, pencils, staplers).
- 8 However, if you do share, clean and disinfect shared objects and surfaces after use.
- 9 Consider staggering start and finish times to reduce crowding in the office, whilst also reducing the need to travel during rush hour.
- 10 **Ventilate your offices by keeping windows open.**



Kitchens



It is essential you wash your hands before touching any objects or surfaces, before eating, drinking or handling food in kitchens.

- ① There should be one person in each kitchen at any one time (one person in, one person out). However, in some kitchens there can be two people at any one time. Each kitchen has a notice to inform you of the maximum occupancy.
- ② Consider staggering break times to avoid congestion (e.g., during lunch).
- ③ We have removed hand and tea towels, and we have provided you with disposable paper towels and kitchen rolls.
- ④ Disinfectant spray will be provided in every kitchen. Please help by wiping down any surfaces you have touched. For example, the kettle handle, fridge door handle, etc.
- ⑤ Please place all your used dishes, mugs and glasses in the dishwasher to avoid others having to touch them.
- ⑥ Please minimise the amount of time spent in kitchen.

Visitor Management

If visits are necessary, please inform your visitors (including clients, contractors, etc.) that anyone with even mild symptoms indicative of coronavirus cannot attend your workplace.

Please make a note of your visitors, and report them in case of an emergency.

We encourage your visitors to take a lateral flow test before attending the workplace if they do not have symptoms.

- 1** Please explain to your visitor Strathmore's COVID-19 Workplace Guidelines.
- 2** Please greet and collect your visitors while following social distancing.
- 3** In case of an emergency all visitors need to report in.



Emergency Procedures

Emergency procedures take precedence over the existing social distancing and hygiene guidelines. In the event of an emergency, adhere to the pre-existing policies and procedures. Whilst doing so, please follow the below advice:

- ① In an emergency (e.g., accident or fire) it is not a requirement to maintain social distancing if it would be unsafe.
- ② In case of an evacuation and once at the assembly point, try to maintain social distancing wherever possible.
- ③ If providing assistance to others, pay particular attention to personal hygiene immediately after attending to someone (including washing or sanitising hands thoroughly).

