

Return to work Induction

Work station:

- Clean desk policy
 - Only work-related items should be on the desk, anything else should be put in personal drawers
 - Use anti-bacterial wipes to clean desk & desk drawer handles, chair arms, keyboard and mouse on a daily basis
 - Do not share stationery
 - Make sure you have hand sanitiser and use regularly
 - Have tissues on your desk for your own personal use and dispose of effectively
 - Empty your own bin at your desk and tie up the bin liner
 - When using shared items/tools ensure they are cleaned after use

The above, are additional requirements to work alongside our Clean Desk Policy [M:\ISO Quality Management\Quality Procedures\FSL - Procedures\PDF\HUMAN RESOURCES\FSL-09-141 Clean Desk Policy - Security Sensitive Material](#)

- Social distancing
 - Make sure you are seated 2 metres away from your colleague and do not desk share
 - Maintain 2 metres distance when conferring
- Hygiene
 - If you choose to eat at your desk, wipe down your desk before and after consuming food
 - Any food waste should be put in your own bin and emptied by yourself into the kitchen bin or outside bin at the end of each day

Personal items:

- Hygiene
 - Keep all your personal belongings including coats, bags, drinking flasks, Tupperware, phones and headphones at your workstation
 - ESD jackets to be treated as a personal item and not shared or hung on a communal coat stand

In office:

- Social distancing
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 - Use telephone to communicate rather than face-to-face to limit unnecessary traffic in the office
 - Screen share where possible to avoid crowding round PC's
 - When teaching or showing a detailed task keep a safe 2 metre distance and use your words to explain not your hands
 - Only one person to physically work on an item at any time

Kitchen:

- Do not eat your lunch in the kitchen as this will restrict access for anyone else wishing to use the facility.
- Hygiene
 - Wash hands on entry
 - Do not make drinks for anyone other than yourself
 - Do not leave crockery or cutlery in the sink or on the drainer, put all items directly into the dishwasher

- Do not use tea-towels, let items air dry/drain in the dish washer
- Use setting 4 on the dishwasher
- Do not leave personal items in the kitchen, drinking flask, Tupperware, phones, headphones
- Social Distancing
 - Only one person in the kitchen at any one time

Toilet facilities:

- Social distancing
 - Only use FSL facilities, do not risk cross contamination by using alternative facilities outside our office space
 - Only one person at a time, use the in / out sign to indicate availability
- Hygiene
 - Wash hands on entry
 - Wash hands for at least 20 seconds before leaving
 - Use paper towel on handle to open door on exit and dispose of paper towel in nearest bin

Meeting rooms:

- Social distancing
 - Use a meeting room that is large enough to accommodate social distancing
 - Make use of Shackleton space, but not the pod
 - Only use the confines of a meeting room if absolutely necessary
 - Make sure they are well ventilated
- Hygiene
 - Wipe down the desk and chair after use
 - Take all your belongings with you, nobody should be tidying up after you

As this could be a very anxious time for some people, if you have any concerns please share them with Sandra or Lorene. Your mental health and emotional wellbeing are important.

Please check the intranet on a daily basis for all updates and announcements.

