

Covid 19 pandemic: Workplace practical hints and tips

Reviewed 21 July 2021

4 CREATING COVID SECURE OFFICES

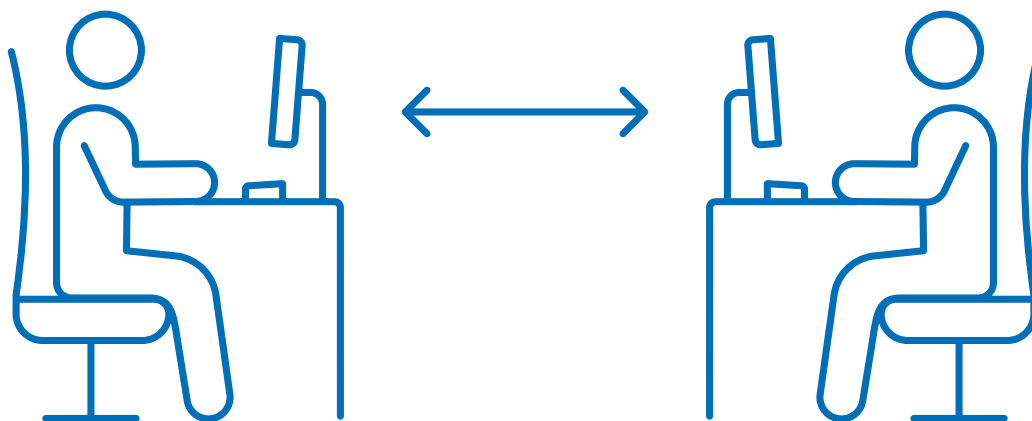
As there is a gradual return to the workplace over the coming months, you should remain responsive to the needs of your workforce. Not all adults have had two vaccine doses therefore you should adopt practices to reduce the risk to individuals in your workforce. For those who must attend the workplace the type of commute is an important consideration. Walking, cycling and use of cars by a single occupant are the safest in terms of limiting Covid transmission.

In order to reduce the risk, we therefore recommend that employers:

- Identify what work activity or situations might cause transmission of the virus
- Identify who could be at risk
- Decide how likely it is that someone could be exposed
- Act to remove the activity or situation, or if this isn't possible, control the risk
- Consider disparities in the risk between different groups of people
- Update your COVID risk assessments to reflect any changes in legislation/guidance that may impact how you carry out your work activity, for example if there is a change in local or national restrictions
- If you have fewer than five employees, you don't have to write anything down, but it might help if you do

In order to reduce the risk we recommend that employers and employees follow the guidance in the following hints and tips sheets:

1. CAR SHARING
2. VENTILATION
3. HAND HYGIENE
5. TOUCH POINTS
6. CLEANING
7. VACCINATIONS



For more information about covid secure offices visit the GOV.UK website:

[Offices and contact centres - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/offices-and-contact-centres-working-safely-during-coronavirus-covid-19)