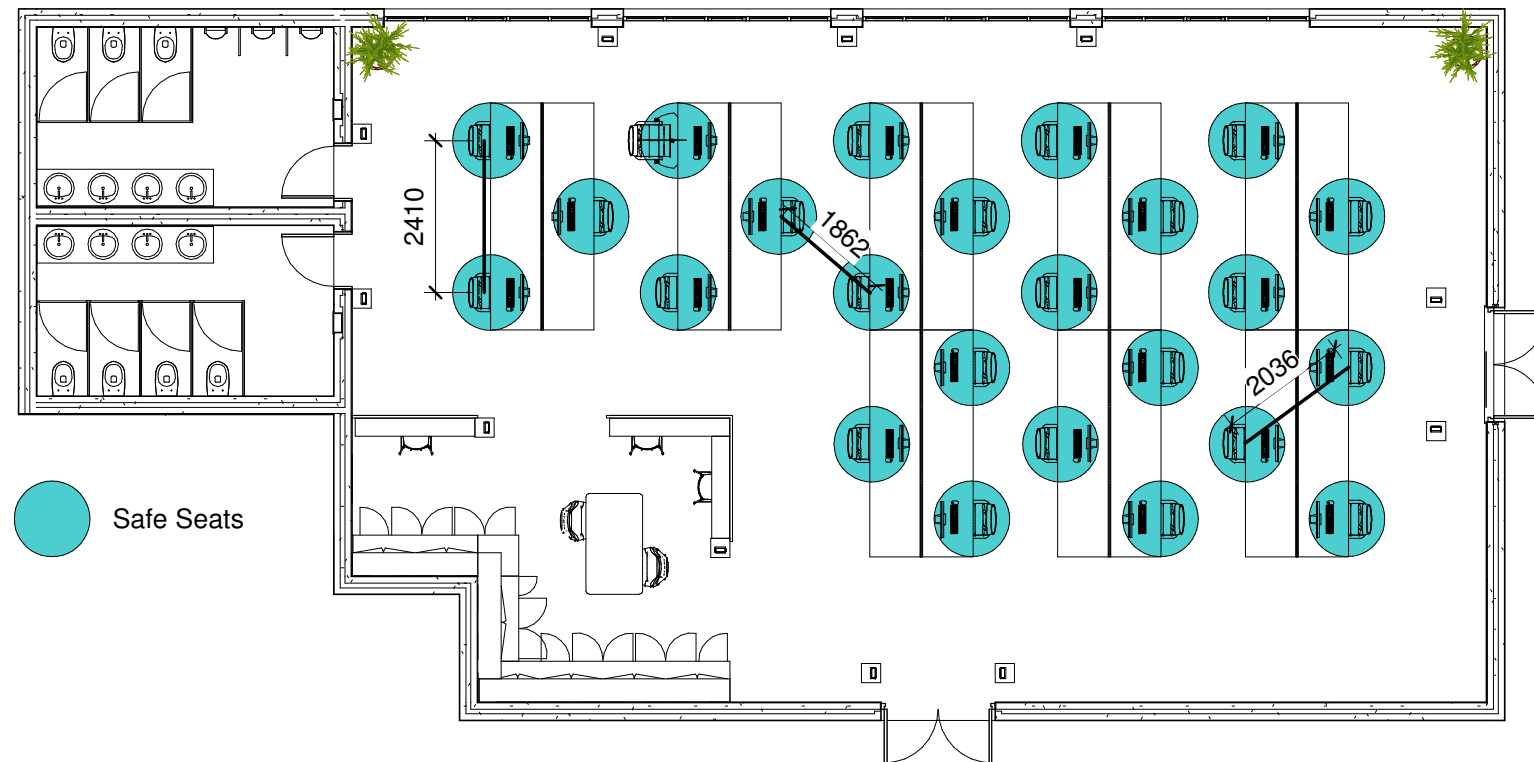
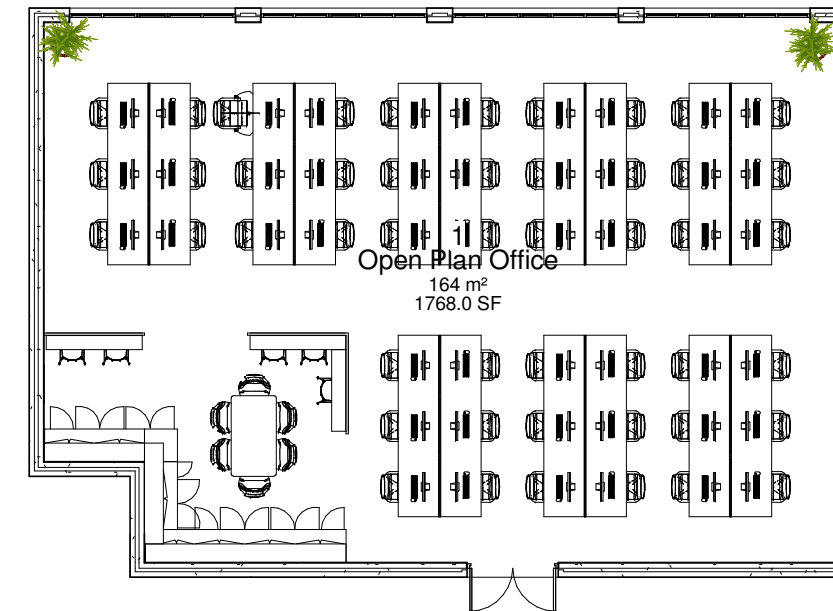


Office Planning - Seating Arrangements

Adaption



Original



You must encourage staff to abide by government social distancing rules whenever possible and use the below as additional safety measures and for special circumstances.



Reinforce the social distancing measures using signs such as these.

What to do when Social Distancing isn't Fully Possible in the Workplace

- Further increase the frequency of handwashing and cleaning.
- Keep activity in places where full social distancing isn't possible to a minimum.
- Use screens or barriers where social distancing rules can't be in place; these could be in the form of furniture or PPE.
- Use back to back or side to side working in place of face to face working wherever possible.
- Implement "fixed team" working to limit the number people employees come into contact with.
- Stagger working times to avoid larger groups of staff in the office at the same time.
- If the 2m distancing rule isn't possible then a 1m distance should be kept.