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| **Title:** Social Distancing Procedure | |
| **Introduction**  Social Distancing is to be adopted while the restrictions of Covid-19 remain in place. It applies to anyone involved in our workplaces in any capacity and has been created to ensure, so far as it is reasonably practicable, that work will be carried out in our workplace with a commitment to  protecting everyone.  In implementing this commitment to manage social distancing properly we deliver outcomes listed, though not limited to, those below. | |
| **SWT will:**   1. Carry out Covid-19 risk assessments to ensure the safety of our workplaces and letting our stakeholders know the results of the risk assessment, the associated hazards and precautions required to limit occurrences. 2. Encourage employees to work at home wherever possible. 3. Encourage staff and volunteers not use public transport and follow Government guidance of wearing masks if they must travel this way. 4. Stagger arrival and leaving times and provide floor markings, so people maintain a 2-metre distance when entering and moving around our buildings. 5. Providing key-fobs and touch pens for the entry security pads 6. Use clear signage to ensure visitors follow the same procedure as staff and volunteers. 7. Use signage to remind employees and visitors of social distancing guidance. 8. Introduce where office space allows, a safe walking route consisting of a one-way system around corridors and floor areas and ensure employees workstations are sited at least 2 metres away from the route. 9. Restrict access between areas i.e. where a person needs to consult with someone in a different area, phones are to be used as a preference to face to face contact. 10. Ensure the relevant software is available to conduct meetings remotely. Currently, person-to-person meetings are not considered essential and will only be allowable as official guidance allows and SWT can ensure limited people are present with social distancing in place. 11. Insist on no account must equipment and stationary or other objects be shared. 12. Ensure workstations enable people to maintain at least 2-metres distance from each other - where possible, working back to back or side-to-side, rather than facing each other. 13. Consider using screens where necessary, depending on how many employees return to the offices (and mandatory once the Visitor Centre reopens). 14. Insist staff and volunteers bring in their own drinks and food to avoid the use of the kitchen area. 15. Where the kitchen area is to be used, it will be used by one person at a time. We may need to   implement a booking system to avoid queuing into the work area.   1. Introduce a queuing system for use of the toilet facilities to ensure social distancing is maintained. | |
| **Review date:** 18/06/20  **Previous review date:** 18/06 /2020 | |
| Version control: | V1.0 |