

**YOUR COLLEAGUES
NEED **YOU** TO**



**FOLLOW
THIS GUIDE
TO WORKING
SAFELY
TOGETHER**



CPNI

Centre for the Protection
of National Infrastructure

PROTECTING YOUR COLLEAGUES FROM COVID-19

As we know, COVID-19 has had a huge impact on our daily life.

Now, as people return to work, we must continue to follow the official safety guidelines to stop the spread of the virus.

Please read and remember this guide to working safely together.

4 WAYS TO **STOP** THE SPREAD



According to the WHO, the virus is transmitted by close contact with infected people, and indirectly by touching contaminated surfaces. This means the best way to stop it is by reducing your physical interactions, keeping a safe distance and practising good hygiene.

There are four ways you can reduce the risk for you and your colleagues.

- **Keep meetings virtual.**
- **Keep your distance.**
- **Wash your hands and clean your desk.**
- **Say if it's not okay.**

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**KEEP
YOUR
DISTANCE**

Staying a safe distance away from other people at work is a good way to reduce the risk of transmission.

Try to:

- **Leave a gap of one empty desk between you and your nearest colleague.**
- **Choose a desk where you are not directly facing a colleague.**
- **Don't enter an overcrowded lift and take the stairs if you can.**
- **Be conscious of others in shared spaces and respect their need for distance.**
- **Be considerate when moving around the building and allow space for others.**

In some situations, you cannot avoid close contact in the workplace. When this happens, try to keep it short and avoid facing them directly.

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KEEP MEETINGS VIRTUAL

The lockdown measures imposed by the government were designed to reduce the number of people we encounter every day.

In the workplace, we should keep the number of face-to-face meetings to a minimum.

Try to:

- Always consider alternatives to a face-to-face meeting.
- Meet only in situations where a virtual meeting is not feasible or appropriate.
- Find out what tech is available for you to hold virtual meetings.
- When you must meet face-to-face, limit room capacity to maintain social distancing.
- Stay in one place unless absolutely necessary, to reduce your interactions.

Face-to-face meetings can't be eliminated, but they can be reduced by using technology to hold virtual meetings instead.

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**WASH YOUR
HANDS
& CLEAN
YOUR DESK**

Practising good personal hygiene helps to stop the virus from spreading. Even if you are not infectious, your hands can spread the virus from one surface to another.

Try to:

- **Wash regularly with soap and water for 20 seconds, especially before eating or drinking.**
- **Set a calendar reminder to wash your hands.**
- **Keep your hands away from your eyes, nose and face.**
- **Clean your desk using the wipes provided, focussing particularly on your phone, keyboard and mouse.**

Complete coverage of the hands with soap is essential, because the cells of the virus start to disintegrate on contact with soapy water and are destroyed entirely in around 20 seconds.

Soap also helps to detach virus cells that adhere to the skin. Water alone is not sufficient. Strong alcohol-based hand sanitisers are also effective, but not as much as good, old-fashioned soap!

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**SAY IF IT'S
NOT OKAY**

When people are busy and focussed on doing their jobs, they might forget to do the right thing and not realise the impact this has on others.

If you're uncomfortable with a colleague's social distancing or hygiene, feel empowered to speak up and remind them.

You might speak up when:

- Too many people enter a space you are already in, like a lift or a kitchen.
- You have been asked to attend a face-to-face meeting that could be held virtually instead.
- You are in an unavoidable meeting where others are too close to you.

But always remember to:

- Raise your points politely and explain why you're uncomfortable.
- Try to propose a better solution – perhaps you need a bigger meeting room or more personal space.
- Respond positively to the challenges of others and support their suggestions if possible.

More Information

The COVID-19 pandemic is a changeable situation, and new information is regularly becoming available.

Here are some great sources of detailed and up-to-date information:

www.gov.uk/coronavirus

www.who.int/emergencies/diseases/novel-coronavirus-2019

www.cdc.gov/coronavirus



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