

## FOSTERING COMPASSION COVID SECURE WORKPLACE

In line with Scottish Government Guidelines, we have introduced the undernoted precautions to our workplace to keep our staff, volunteers and all who visit us safe.



We practise social distancing at all times and when this is not possible, we ask you to wear a mask unless you are exempt.

We ask all who visit to sanitise on arrival, and those who are here throughout the day to wash their hands and sanitise regularly.



We operate staggered arrival and leaving times when more than one team member is working in the office during the day.

We conduct online meetings whenever possible.



### **We also follow the undernoted protocol:**

- Ask everyone who arrives to use the hand sanitiser placed around the office.
- Sit 2m apart when any meetings are conducted in the office, adhering to the number restrictions.
- Retain visitors' contact details in the event they need to be traced.
- Ensure all employees and volunteers who are required to come into the office are happy to do so and to let us know immediately if they feel unwell.
- Each team member has their own workstation which is wiped down before and after use.
- Each team member is asked to wash their hands and sanitise regularly throughout the day and to use and wash their own cutlery and crockery.