

Who at Arrows Group can go into the office?



Until further notice all employees are asked to continue to work from home. There will however be non-compulsory office drop-in days where the office will be open and employees are allowed to work from the office if the following criteria are met:

- They chose to do so of their own free will.
- They are comfortable and confident coming into the office
- They are able to get to and from work safely – ideally avoiding the use of public transport & walking, cycling or driving.
- They / or members of their household are not in a high risk group who should be shielding
- Neither they nor members of their household are self-isolating with symptoms of COVID-19
- Employees have read the office risk assessment and understand the current procedures and ways of working specific to COVID-19 & are aware of the symptoms of covid-19 and acts responsibly towards these at all times.

Failure to adhere to the guidelines will end in disciplinary measures.

If all of the above measures are met, office working on a non-compulsory basis will be permitted for a limited number of employees on certain days of the week whilst following strict guidelines and social distancing protocol.

These rules will apply until further notice.