

Arrows Group COVID-19 Policy



Arrows Group accepts its responsibilities for its offices in London & Amsterdam that are operating during the Coronavirus Covid-19 pandemic & its need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This policy is intended to introduce consistent measures in both offices in line with the Government's recommendations on social distancing. These are exceptional circumstances and we will comply with the latest Government advice on Coronavirus at all times.

The senior management have at the first instance carefully looked at the business and enabled all those who can and who should work from home to do so. For those that need to be in the office, the business has undertaken a risk assessment to make the working environment as safe as it possibly can to follow the Government's guidance on Coronavirus.

A risk assessment has been undertaken prior to any business activities resuming, a copy of this is available on PeopleHR & has been shared with all staff and is also available on our website.

The health and safety requirements of any business activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of an ability to social distance it should not take place.

This policy will be reviewed annually and revised as necessary in response to changes in legislation or guidance on methods of working. Employee's are all required to cooperate with us in making this policy work.

Signed: Hatty Campbell-Clause
Hatty Campbell-Clause (Jun 16, 2020 09:33 GMT+1)
Hatty Campbell-Clause
Chief of Staff
Date: Jun 16, 2020

Please see the following pages for further information on the procedures we have put in place to operate safely during the Coronavirus pandemic.

Self-Isolation

Anyone who meets any one or more of the following criteria should not come to office:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Is a vulnerable person
- Is living with someone in self-isolation or a vulnerable person.

Procedure if someone falls ill

If an employee develops a high temperature or a persistent cough while at work, they should:

- Make management aware
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of selfisolation has been completed.

Travel to work

Wherever possible employees should:

- Avoid using public transport & use other modes of transport to travel to the office e.g. cycle, walk, drive.
- Hand cleaning facilities will be provided at entrances & exits to the office.

Building access points

- Stop all non-essential visitors
- Introduce staggered start and finish times / flexible working to reduce contact at entrance to office.
- Require all employees to sanitize hands before entering or leaving the office.
- Regularly clean common contact surfaces in reception, office, door access control.

Hand washing

- Ensure soap is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet facilities

- Restricted number of people using toilet facilities at any one time
- Wash hands before and after using the facilities
- Increased cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Bins provided for hand towels with regular removal and disposal.

Kitchen and kitchen facilities

Whilst there is a requirement to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use the toaster and the coffee machine must be out of use.

- Employees will be asked to bring refillable drinking bottles from home
- Employees should sit 2 metres apart from each other whilst eating.
- Shared glasses, cutlery, mugs etc should not be used.
- Drinking water will be provided with enhanced cleaning measures of the touch points.
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned after use.

Meetings

- No face to face meetings with clients and candidates – virtual meetings only.
- Attendees should be two meters apart from each other whilst in meetings
- Meeting rooms door should be left open when possible to aid ventilation.
- Consider holding meetings in open areas where possible.

Cleaning

- Enhanced cleaning procedures should be in place across the office, particularly in communal areas and at touch points including
 - o Taps and washing facilities
 - o Toilet flush and seats
 - o Door handles and push plates
 - o Hand rails on staircases
 - o Equipment controls
 - o Eating surfaces
 - o Telephone equipment
 - o Computers, key boards, photocopiers and other office equipment