

BACK TO BUSINESS SAFELY

COVID 19

Over recent weeks life in the UK has been turned on its head, as the majority of the population has stayed home to help stem the tide of Covid 19.

In the meantime we've been taking steps to make sure our clients and the Clarendon Team can come back into our offices safely, when the time is right.

At the heart of our strategy is maintaining the highest level of hygiene and cleanliness, to prevent further spread of the virus, and this is something we can all contribute to.

Here are the steps and guidelines we will work to, to make sure all of the effort that the country has made so far isn't wasted, as we go back to work to re-start the economy.

OUR STEPS & GUIDELINES



STAY HOME

If you or anyone in your household is feeling unwell.



LET US KNOW

if you develop any symptoms, then go straight home, to protect us all.



DEEP CLEANING

The whole Centre has been cleaned and sanitised thoroughly while you've been away, and new cleaning contractors have been appointed to do a more thorough job every day.



GLOVES, MASKS, TISSUES & WIPES

All Clarendon team members will be supplied with face masks to wear, and there will be gloves, tissues and anti-bacterial wipes available. We may be able to help you with sourcing screens and other protective equipment, so just ask.



HAND SANITISERS

We're installing dispensers at every entrance, exit, in kitchens and communal areas – so please keep using them throughout the day.



SANITISING TOUCHPOINTS

Shared equipment will be minimised, but anything in general use, like lift buttons, door handles, copiers and printers, will be sanitised regularly throughout the day from now on by our day time cleaning teams.



OPEN WINDOWS

Most of our buildings have windows you can open, and ventilation helps to stop the virus spreading, so go ahead, take in the air!



AIR CONDITIONING

We've taken advice from REHVA and the WHO guidelines on the safest way to run our systems to prevent virus spread.



SOCIAL DISTANCING

This is the big one. Keeping our distance has helped to cut the infection rate in the UK over recent weeks, so we need to keep it going in our Centres when you return to work.



FLOOR MARKINGS

There will be floor markings for 2m spaces, and arrows for a one-way system where possible.



TOILETS & LIFTS

Please observe social distancing and be respectful to others when using toilets and lifts. There will be queues, so please be patient – we're doing this for all our sakes. And why not try the healthy option and use the stairs, especially when you're going down?



KITCHENS & TEA/COFFEE POINTS

There may be queues in kitchens and at tea/coffee points too, so why not think about staggering start and finish, and also break and lunch times, to avoid peaks. We are currently sourcing environmentally friendly disposable cups and hopefully cutlery.



COMMUNAL AREAS

Maintaining social distancing in communal areas is particularly important, so we have reduced and spaced out the furniture to allow this.



ADDITIONAL OFFICE SPACE

If you need more office space to help achieve social distancing there may be spare space, we can let you have temporarily, without charge for Clarendon Connect Members – ask your Centre Manager. [CLICK HERE](#) to find out more about Clarendon Connect.



MEETING ROOMS

Our meeting rooms are still available to book at [MEETING ROOMS ONLINE](#), and we've reduced capacity to allow for social distancing. If there's a Dock Club near you it can provide useful overflow space for you to carry on conducting your business whilst maintaining social distancing with the rest of your team.



IN THIS TOGETHER

We're doing everything we can to make your return to Clarendon as safe and enjoyable as possible, but we're interested in getting your views too, and any suggestions that might help you, so please email inthisttogether@clarendonbc.co.uk in confidence.

Above all, when returning, please use your common sense and follow the Government's guidelines. Each company is responsible for its own risk assessments and health and safety policy.