

## **Working Safely During COVID-19 Outbreak: Akin Gump LLP's Risk Assessment as at 4 Sep 20**

### **1. Thinking About Risk**

#### **Phase 1 –During Lockdown**

#### **Phase 2 – Restrictions are Eased and Limited Number of Personnel Return to Work**

#### **Phase 3 – More Widespread Easing of Restrictions and Greater Numbers Return to Work**

This document captures Akin Gump LLP's approach to working safely during the COVID-19 outbreak. It covers both the period of lockdown and when restrictions are eased. It follows the guidelines published by the UK Government on 12 May 2020 and updated since (to 12 Aug 20).

#### **Guiding Principles:**

- ❖ A risk assessment has been undertaken in compliance with the Government's guidance on managing the risk of COVID-19. We recognise that no workplace can completely eliminate the risk of COVID-19 however the table below provides an overview of our assessment of the risks identified across our business together with the measures we have put in place to mitigate these risks.
- ❖ We have been working collaboratively with colleagues across the whole of the business to ensure a COVID-Secure environment. This has included creating a COVID-19 risk assessment for our office. The approach adopted has been reached in consultation with partner, lawyer and business services representatives. It is posted on the AG Connect intranet and will be kept under regular review.
- ❖ In order to implement effective and practical measures we have used the guidance provided by HSE, UK Government and consulted those with front line experience and knowledge within our business to inform our decision making on control measures. The measures that are being and have been taken provide for cleaning, hand washing and hygiene procedures in accordance with the UK Government guidance.
- ❖ We will continue to take all reasonable steps to enable personnel to work from home as a first option and a return to the office will only take place as and when the business determines that business activity is capable of being carried out safely. Our phased return to work will be flexible and voluntary and no member of staff will be required to attend the office if they do not feel able to do so. We shall continue to monitor and review the position both responding to Government guidance and based upon how effective our initial measures are.
- ❖ We have taken all reasonable steps to maintain a 2 metre distance in the workplace and have done everything practicable to minimise the risk of transmission where this is not possible.

- ❖ A&O (as building landlord) have undertaken a separate risk assessment pertaining to entrances, lifts, staircases and other shared facilities and we have liaised with the building landlord to ensure that there is effective cooperation and coordination of control measures.
- ❖ We expect partners and employees to abide by Government advice not to leave home if displaying any COVID-19 symptoms and to take individual responsibility, in the interests of all, for complying with the guidance and instructions detailed below
- ❖ This is a live document setting out our risk assessment methodology and the risks and control measures adopted across our business. Nothing in this document precludes competent risk assessors from identifying additional control measures for the particular location under consideration. This document, which will be continually updated to ensure that we adhere to all the latest Government guidance for England, sets out working arrangements in respect of the London UK office which also reflect our consultation with our staff.

Signed **Sebastian Rice** Managing Partner

Contact for Any Questions or Concerns: Peter Lewis, Director of International Operations (ext 55491)

<b>2. Who Should Go To Work</b>					
<b>Phase</b>	<b>Objective</b>	<b>Risk – Who May be Harmed &amp; How</b>	<b>Control Measures</b>	<b>Specific Actions/Comms</b>	<b>Complete – Y/N?</b>
<b>1</b>	<b>Everyone should work from home unless they cannot do so</b>	Risk: Spread of COVID-19 across the Firm  Who: All Personnel.	Initial encouragement and subsequent policy introducing compulsory work from home	Chairperson’s email of 16 March 2020 strongly encouraging remote working effective 17 March. Email from Peter Lewis of 24 March introduced compulsory remote working. Exceptions only by agreement.	Y
		Risk: Staff who have to return to the office to conduct work that cannot be undertaken at	Exceptions permitted for essential support (Ops/IT) or specific client matter activity but only on approval by PIC/Director	No element of compulsion - staff to confirm they are comfortable attending the office in these circumstances (via weekly departmental catch-up call).	Y - ongoing

		<p>home may be exposed to infection when traveling or at work</p> <p>Who: Business support staff (Ops/IT)</p>	<p>of International Operations.</p> <p>Limited number of visits for limited periods of time</p> <p>Use of public transport discouraged</p>	<p>Working only as individuals or in very small groups with the minimum number of people needed for the activity.</p> <p>Social distancing to be maintained at all times.</p> <p>Taxis and/or personal transport costs reimbursed.</p>	
2	<p><b>Those who prefer to work in the office may do so (from 27 Jul)</b></p>	<p>Risk: Lawyers and Staff who choose to return to the office may be exposed to infection when traveling to/from or at work</p>	<p>Only those registered to do so may attend on a regular basis and must inform LO Reception each week of their planned attendance.</p> <p>One-off attendance must be pre-approved by email to Director of International Operations and/or the Managing Partner.</p> <p>LO Reception maintain a daily record of attendance so potential for congestion/ reduced social distancing can be avoided</p>	<p>Those attending the office must follow the fundamental principles of:</p> <ul style="list-style-type: none"> <li>- adhering to the signage instructions both in the common areas of the building and within AG demise</li> <li>- conforming with social distancing guidelines at all times.</li> <li>- ensuring they regularly sanitise or thoroughly wash their hands</li> </ul>	

1, 2, 3	<b>Ensuring remote working is conducted in a safe manner</b>	<p>Risk: Remote working may have negative impact on mental and physical wellbeing</p> <p>Who: All personnel.</p>	<p><b><u>General</u></b></p> <p>Regular communications to inform and reassure staff</p>	<p>Regular staff updates from senior management, partners, directors and managers throughout the lockdown period.</p> <p>Training, especially of less well experienced managers, in how to manage remotely, including HR training session for all managers on 9 June.</p>	<p>Y</p> <p>Y</p> <p>Y</p>
			<p><b><u>Mental Health</u></b></p> <p>Promotion of mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and wide-ranging offers of support</p>	<p>Promotion of mental health and wellbeing is critical during this challenging time. Importance is fully and clearly acknowledged &amp; recognised in firm and senior management briefings. which promote inclusion and tackle feelings of isolation and loneliness when working from home and encourage take-up of attendance at well-being webinars.</p> <p>To provide reassurance to everyone in the business there are weekly webinars conducted by Simon Draycott, (in-house wellbeing adviser). Frequency of his One-to-one sessions has been enhanced from weekly to daily.</p> <p>Weekly London newsletter (“Keep Your Distance!”) circulated.</p> <p>Weekly FRG wellness support initiatives. Additional information, including recorded interviews with the firm’s epidemiologist (Dr</p>	<p>Y</p>

				<p>Ostroff) available in COVID-19 resource centre on the AG Connect intranet portal.</p> <p>Managers have been encouraged to regularly catch up with colleagues to ensure they are feeling properly supported and to remedy any issues whether wellbeing or equipment / resourcing related.</p>	
			<p><b><u>Physical Health</u></b></p> <p>Provide encouragement and advice to stay physically active</p> <p>Provide advice on correct posture to be adopted for home working</p>	<p>Ongoing be well initiatives, include the Charity Miles “Circle the Globe” initiative and on-line yoga classes.</p> <p>Email to all staff with link to HSE on line video (sent) 14 May.</p>	<p>Y</p> <p>Y</p>
			<p><b><u>Provision of Equipment</u></b></p> <p>Extensive remote working capability already in place for lawyers and senior business services staff</p>	<p>Existing provision allows for laptops, second monitors/screens, office phones and headsets.</p> <p>IT Survey to establish gaps in provision and efficacy of current arrangements.</p> <p>Additional equipment procured/authorised for Business services staff.</p> <p>Regular comms from IT to identify issues or concerns.</p>	<p>Y</p>

1	<b>Protecting those at higher risk</b>	<p>Risk: Travel to/from and the workplace itself may increase risk of exposure to COVID-19 infection.</p> <p>Who: Clinically vulnerable personnel or those sharing a household with such a person; those identified as higher risk</p>	Compulsory work from home policy covers all personnel	<p>Clinically extremely vulnerable personnel (e.g. individuals with compromised immune systems; pregnant workers) or those sharing household with such a person will be precluded from visiting the office even as an exception and be strongly discouraged from returning to work until risk level reduces.</p>	Y
2			<p>COVID-Secure measures in place in the office.</p> <p>Clinically vulnerable persons and those at higher risk contemplating coming into the office should first consult with the International HR Director</p>	<p>From 1 Aug, clinically extremely vulnerable persons may return to work under government guidelines however, they are strongly discouraged from doing so.</p> <p>The Public Health England Report “Disparities in the risks and outcomes of COVID-19” shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. The higher risk groups include those who:</p> <ul style="list-style-type: none"> <li>- are older males</li> <li>- have a high body mass index (BMI)</li> <li>- have health conditions such as diabetes</li> <li>- are from Black, Asian or minority ethnic (BAME) backgrounds</li> </ul>	Y

1, 2, 3	<b>Those who need to self- isolate</b>	<p>Risk: Risk of transmission by those identified as infected or possibly exposed to an infected person or at greater risk of having become infected due to travel history</p> <p>Who: All personnel.</p>	<p>We have published conditions of entry to the Bishops Square building and AG space since early March and have required those exposed or feeling unwell to stay at home. Compulsory work from home policy covers all personnel</p>	<p>No-one required to self-isolate is permitted to enter Bishops Square until 14 days have elapsed since a positive test or first experiencing symptoms. Any employee feeling unwell at home or has some symptoms or household member has symptoms must remain at home for this period.</p> <p>All employees must self-isolate for the designated period if advised to do so by the government's test and trace service or in response to travel quarantine requirements.</p>	Y
1, 2, 3	<b>Equality Treatment of</b>	<p>Risk: Individuals may be discriminated against</p> <p>Who: All personnel</p>	<p>Continue to apply existing equality policies and practices in all situations</p>	<p>Compulsory work from home policy applies equally to all personnel.</p>	Y
2,3	<b>Ventilation</b>	<p>Risk: Poor ventilation prevents mitigation of spread of infection</p> <p>Who: all personnel</p>	<p>Optimise ventilation to maximize supply of fresh air into the building</p>	<p>A&amp;O have confirmed that the building's air conditioning system provides a high rate of fresh air that is constantly being re-circulated. The return air path is at high level and very diffused low velocity so unlikely to pick up the virus from a carrier.</p>	Y

		attending the office			
<b>3. Social Distancing at Work</b>					
	<b>To maintain 2-metre social distancing wherever possible when travelling to/from and while at work</b>				
<b>1</b>		<p>Risk: Daily commute may increase risk of exposure to infection</p> <p>Who: All personnel..</p>	<p><b>Travelling to/from work during lockdown:</b></p> <p>Specify that those visiting the office strongly encouraged not to use public transport.</p>	<p>Reimbursement of travel costs authorised to those necessarily attending for work to carry out critical support functions during lockdown period to encourage avoidance of public transport.</p>	Y
			<p><b>While at Work during lockdown:</b></p> <p>Working only as individuals or in very small groups reflecting the minimum number of people needed for the activity.</p> <p>Social distancing to be maintained at all times by having very limited numbers present at any one</p>	<p>Line manager briefings to address these specific points.</p>	



			time – reinforced by line manager briefings Reminders about frequency of hand washing and surface cleaning.		
2, 3			<p><b>Travelling to/from work during phases 2 and 3:</b></p> <p>Provide general guidance and advice.</p> <p>Advise employees with long commutes to continue to work remotely as much as possible</p>	<p>Emphasis on flexibility; no element of compulsion to returning and no stigma attached to not doing so; ensure staff are aware of social distancing and hygiene requirements:</p> <p>a. Advise employees that if travelling by public transport and wherever possible:</p> <ol style="list-style-type: none"> <li>(1) avoid peak travel times;</li> <li>(2) wear face mask/covering;</li> <li>(3) maintain safe distance from other passengers;</li> <li>(4) wipe surfaces with disinfecting wipes prior to touching them;</li> <li>(5) use hand sanitiser provided on entry to the building when entering and exiting; and</li> <li>(6) If ride sharing, wear face mask/covering.</li> </ol> <p>b. Consider solo transit methods (Cars, motorcycle, bikes, scooter) but sanitise touch points especially if shared modes like public bicycles.</p>	Y – Phase 2

				There will be a split workforce to ensure that entry and exit areas are not congested.	
2, 3			<p><b>While at Work:</b></p> <p>Split workforce to ensure safe capacity is not exceeded. We have worked collaboratively with the landlord. See Annex A for details pertaining to common areas in Bishops' Square and Annex B for measures taken and procedures to be followed in Akin Gump's demise.</p>	<p>Staff only to return to the office where their role cannot reasonably be carried out from home. Carefully plan who will return to the office – only roles deemed critical for business and operational continuity will return at first. Majority of staff will continue to work from home for the coming weeks and possibly months.</p> <p>Allocate days to each individual for office/remote working. Exceptions only by prior approval.</p> <p>Following a review, appropriate social distancing will be applied by assigning employees only to locations that comply with guidelines and avoid shared spaces – no shared offices; one person at a time in confined areas such as tea points and at printer stations.</p> <p>Routes and pathways around the office have been reviewed and marked out to ensure social distancing wherever possible. Detailed procedures, including location and details of signage, are at Annexes A and B.</p>	Y- Phase 2
1, 2, 3	<b>To Reduce Risk of transmission</b>	Risk: Transmission through close contact with	Phase 1 – no face to face meetings.	Reception staff will direct use of appropriate conference room to ensure social distancing can be maintained.	Y

	<b>due to face-to-face meetings</b>	others and potentially contaminated surfaces.  Who: All personnel	Phase 2 – no face to face meetings involving external clients or visitors.  Phase 3 – meetings with external clients or visitors discouraged but where required may only take place if safe social distancing can be applied.	Screens positioned in front of each Receptionist to provide added protection.  The use of remote working tools for meetings will be used where possible and meetings will only be attended in person where absolutely necessary.  When face to face meetings must go ahead hand sanitiser will be provided in the meeting room and room allocated on basis of ensuring SD can be maintained.  Room to be fully cleaned and surfaces sanitised after use.	Y
1, 2, 3	<b>Emergencies – To Prioritise Safety During Incidents</b>	Risk: Everyday risk of fire or other emergency requiring building evacuation.  Who: All personnel present in BSQ building	Existing emergency procedures to be followed. Staff briefing to emphasise there is no change and social distancing measures do not apply.	Following review by the landlord, no change is required to emergency evacuation procedures as a result of the mitigating measures adopted to counter COVID-19 risks. They remain: <ul style="list-style-type: none"> <li>• If evacuation signal sounded, leave by the nearest emergency stairwell to the emergency exit.</li> <li>• <u>There is no requirement to maintain a 2-metre distance if it is unsafe to do so during the evacuation.</u></li> <li>• Once outside the building, disperse to a safe distance from the building and observe the 2-metre distancing from others.</li> <li>• Do not assemble at the usual assembly points to avoid gathering.</li> </ul>	Y

				<ul style="list-style-type: none"> <li>• If you hear any other message through the public address system, follow the instructions given.</li> <li>• Follow this procedure until you receive further information.</li> <li>• Phone either of these numbers after 15 minutes and follow the advice given: 020 388 2220/2221.</li> </ul>	
1, 2, 3		<p>Risk: Potential exposure for First Aiders when providing first aid</p> <p>Who: First Aiders</p>	Issue specific guidance to those who attend to another person who may have had an accident or is unwell.	<p>First aiders briefed to pay particular attention to sanitation measures:</p> <ul style="list-style-type: none"> <li>• Wearing a face covering and gloves.</li> <li>• Safe removal and disposal of PPE and any first aid supplies after use.</li> <li>• Comply strictly with hand washing protocols before and after treatment.</li> </ul>	
1, 2, 3		<p>Risk: When in the office there may be a risk of exposure to infection from any individual experiencing symptoms and/or potentially shedding virus</p>	Issue specific guidance to cover circumstance where individual is experiencing symptoms and/or potentially shedding virus.	<p>Guidance to be followed:</p> <ul style="list-style-type: none"> <li>• Identify a “holding room” away from other occupants pending transportation to home or medical facility.</li> <li>• Provide mask (preferably FFP3/N95 standard), tissues and sanitiser.</li> <li>• Arrange transport to medical facility or home.</li> </ul>	

		<p>Who: All personnel</p>		<ul style="list-style-type: none"> <li>• Notify other occupants and establish history of contact and proximity.</li> <li>• Follow up with affected employee and family.</li> <li>• Conduct contact tracing activities as required.</li> <li>• Sanitise isolation room after use following Government guidance at:</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Staff are encouraged to heed any notifications to self-isolate from the NHS test and trace notification system and to follow the Government guidance.</p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <p>We will also be following Government guidance in terms of NHS test and trace notification system in making our workplace as safe as possible and encouraging staff to adhere to any notifications and supporting staff when in isolation.</p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a></p> <p>If multiple cases of COVID-19 appear in the office, an outbreak control team from either the local</p>	
--	--	---------------------------	--	---	--

				<p>health authority or Public Health England will be notified.</p> <p>We will make a report to the HSE in accordance with our legal obligations under RIDDOR in the event that there is a positive diagnosis of COVID-19 attributable to a workplace exposure to the disease.</p> <p>We are aware that our RIDDOR reporting obligations are separate to our obligations to report multiple cases of COVID-19 to the local health authority.</p>	
<b>4. Managing Visitors and Contractors</b>					
	<b>To minimise the number of visits to the office</b>				
<b>1</b>		<p>Risk: Risks of transmission from contractors, service providers and visitors including clients</p> <p>Who: All personnel</p>	<p>Access limited to essential maintenance only.</p> <p>All visitors are subject to the building's conditions of entry and their own health &amp; safety risk assessments and procedures.</p>	<p>Contractors limited to:</p> <ul style="list-style-type: none"> <li>• Essential building maintenance by Jaguar Building Services (who are self-isolating on site and cover all of Bishops Square).</li> <li>• Overbury staff to complete expansion project under strict COVID-19 secure terms.</li> <li>• Planteria (for 2-weekly plant watering).</li> <li>• Ergonom and Merrits in association with completion of furniture construction.</li> </ul>	Y

				<ul style="list-style-type: none"> <li>Peartree cleaning services (2.5 hours once a week from 10 June).</li> </ul> <p>No client meetings.</p>	
2			<p>Wider group of contractors permitted but must be notified of and able to satisfy conditions of entry to Bishops Square detailed in Annex A.</p> <p>No visitor/client meetings unless essential and no alternative is possible</p>	<p>As part of COVID-19 arrangements, contractors must detail in their procedures, risk assessments and method statements their arrangements for physical distancing and infection control while working at Bishops Square.</p> <p>When face to face meetings must go ahead, hand sanitiser will be provided in the meeting room and room allocated on basis of ensuring SD can be maintained.</p> <p>Room to be fully cleaned and surfaces sanitised after use.</p>	
3			<p>Face-to face meetings discouraged but where required may only take place if safe social distancing can be applied</p>	<p>Measures as above.</p>	
<b>5. Cleaning the Office</b>					
1, 2	<b>To ensure the office is clean before re-opening</b>	<p>Risk: Potential for Legionnaire's disease if water systems dormant for several weeks</p>	<p>Address potential for Legionnaire's disease as water systems dormant for several weeks</p>	<p>Confirmation received from building engineers that this has been done. (A&amp;O Assistant Head of Engineering has provided assurance that all control measures have been taken during the closure of the building and his teams have been pulling water through in all the bathrooms across the building in order to keep the building safe).</p> <p><b>Akin Gump Demise:</b> As additional precaution: Run all kitchen and washroom water taps and</p>	

		Who: All personnel		showers continually for 5 minutes; flush all toilets twice as part of re-entry procedure; complete a full cycle of emptying and replenishing zip taps.	
		Risk: Transmission through contaminated surfaces.  Who: All personnel	<b>Common Areas:</b>  Consultation with landlord regarding preparation of common areas	Landlord has provided detailed measures and protocols– see Annex A including: <ul style="list-style-type: none"> <li>• Deep clean</li> <li>• HVAC filters have been changed/maintained</li> <li>• Ongoing frequent cleaning of touch points</li> <li>• Hand sanitisers readily available</li> </ul>	
		Risk: Transmission through contaminated surfaces.  Who: All personnel	<b>Akin Gump Demise:</b>  Service provider (Peartree Cleaning Services) instructed to undertake a thorough clean of AG premises.	Given minimal numbers in the office, only a moderate cleaning regime is in place during Phase 1 where only bins are emptied and toilets and kitchen areas cleaned from 10 June.  Deep cleaning with anti-viral products will be undertaken during the two week period before Phase 2 and enhanced cleaning practices will be followed thereafter as detailed below.	
2, 3	<b>Keep the workplace clean and prevent transmission by touching</b>	Risk: Transmission through	Enhanced cleaning protocols introduced.	Peartree Cleaning Services revised cleaning procedure includes more frequent cleaning of work areas and equipment between uses, especially high touch points such as door handles and keyboards,	



	<p><b>contaminated surfaces</b></p>	<p>contaminated surfaces.</p> <p>Who: All personnel</p>	<p>Improved workplace practices</p>	<p>using anti-viral products and making sure there are adequate disposal arrangements.</p> <p>Personnel encouraged to adopt a clear desk policy where practicable to make cleaning easier and to clear workspaces and remove waste and belongings from the work area at the end of the working day.</p> <p>Specific protocol for printers, kitchen taps – see details in Annex B.</p>	
	<p><b>Help everyone keep good hygiene through the working day</b></p>	<p>Risk: Transmission and infection through poor personal hygiene</p> <p>Who: All personnel</p>	<p>Remind personnel of fundamental hygiene advice through the use of signs/posters to build awareness throughout the firm.</p> <p>Issue specific guidance for high touch points</p> <p>Widespread deployment of hand sanitisers</p>	<p>General advice to:</p> <ul style="list-style-type: none"> <li>• Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.</li> <li>• Avoid touching eyes, nose, and mouth with unwashed hands.</li> <li>• Cover your cough or sneeze with a tissue, then throw the tissue in the trash.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Dispose of single use face coverings and other PPE items in the additional bins provided</li> </ul> <p>See Annex B for details of deployment of hand sanitisers</p>	

	<p><b>Minimise the risk of transmission in washrooms, changing rooms and showers.</b></p>	<p>Risk: Transmission and infection through poor personal hygiene</p> <p>Who: All personnel</p>	<p>Landlord guidance issued for toilets and washrooms in common areas (3<sup>rd</sup> and 9<sup>th</sup> Floor).</p> <p>Issue/display guidance for use of washrooms within Akin Gump Demise that adheres to social distancing measures.</p> <p>Specific protocol to be followed covering procedures before and after showering.</p>	<p>See Annex A for Landlord guidance – common areas.</p> <p>See Annex B for use of washrooms on 7<sup>th</sup> and 8<sup>th</sup> Floors.</p> <p>Detailed procedure to be clearly displayed in the 8<sup>th</sup> Floor shower room.</p>	
<p><b>6. PPE and Face Coverings</b></p>					
<p>1, 2, 3</p>		<p>Risk: Transmission through close contact with others and potentially contaminated surfaces.</p> <p>Who: Office services staff, receptionists and Peartree housekeeping personnel</p>	<p>PPE will be provided as follows:</p> <ul style="list-style-type: none"> <li>Cleaners/housekeeping staff/office and conference services staff who require an enhanced level of protection if cleaning or moving contaminated or possibly contaminated furniture and equipment.</li> </ul>	<p>Government guidance and the evidence suggests that wearing a face covering may protect others if you are infected but have not developed symptoms. Wearing a face covering is not required by law and is optional, including in the workplace.</p> <p>Although not compulsory, staff are encouraged to wear masks or a face covering in the common areas of the office - where they are more likely to meet others - as a mark of respect to those others' wishes and concerns. This discretion in the wearing of masks will be kept under review.</p> <p>Those electing to wear a mask should:</p> <ul style="list-style-type: none"> <li>Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser</li> </ul>	

			<ul style="list-style-type: none"> <li>• Reception staff</li> <li>• Fabric (washable) facemasks (2 per person) will be provided to all personnel to provide reassurance/assist with safe passage through congested public spaces, and a “No-contact Hygiene Hook” keyring to reduce physical contact with handles and buttons.</li> </ul> <p>Issue guidance relating to wearing of masks</p>	<p>before putting a face covering on, and after removing it.</p> <ul style="list-style-type: none"> <li>• When wearing a face covering, avoid touching face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change the face covering if it becomes damp or if you’ve touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste.</li> <li>• Continue to practise social distancing wherever possible.</li> </ul> <p>Liaised with third party providers such as cleaning services to ensure that their operatives are suitably equipped with PPE.</p>	
<b>7. Workforce Management</b>					
<b>1, 2, 3</b>	<b>To change the way work is organised to create distinct groups and reduce the number of</b>	Risk: Spread of COVID-19 across the Firm  Who: All Personnel.	Reduce risk of transmission by reviewing and managing who needs and wants to come into work and when.	Phase 1 – minimal presence in the office with the majority of staff working from home.  Phase 2 - through the use of employee consultation we will determine who wants to and would benefit from coming in the office, focusing on those who are struggling to or do not wish to work from home.	

	<b>contacts each employee has.</b>			<p>We will identify those readily able and wishing to commute to office without use of public transport and confirm likely attendance in office.</p> <p>Phase 3 - Reduce maximum number in office by splitting workforce into two teams and specifying the week personnel may and may not enter office with a process for exceptions.</p> <p>Apply any Government mandated criteria to maximum numbers who may attend office.</p>	
2,3	<b>To manage any outbreak or potential outbreak in the office</b>	<p>Risk: An infected person who has attended the office may pose an increased risk of infection to others.</p> <p>Who: All personnel who have attended the office</p>		<p>In the event of a confirmed outbreak or employee notification of suspected COVID symptoms the procedure to be followed is:</p> <ul style="list-style-type: none"> <li>- Identify dates employee attended he office from central record of pass usage</li> <li>- Follow up with affected employee and family and if required request that they obtain a test and notify test result as soon as known</li> <li>- Notify other occupants (both AG demise and building tenants) and establish detailed history of contact and proximity, including identifying locations where building pass used</li> <li>- Conduct contact tracing activities as required.</li> </ul>	

				<p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a></p> <p>If multiple cases of COVID-19 appear in the office, an outbreak control team from either the local health authority or Public Health England will be notified. The nominated Single Point of Contact (SPOC) for liaison with external agencies is Peter Lewis, Director of International Operations.</p> <p>We will make a report to the HSE in accordance with our legal obligations under RIDDOR in the event that there is a positive diagnosis of COVID-19 attributable to a workplace exposure to the disease.</p> <p>We are aware that our RIDDOR reporting obligations are separate to our obligations to report multiple cases of COVID-19 to the local health authority.</p>	
1, 2, 3	<b>To avoid unnecessary work travel and keep people safe when they do need to travel between locations.</b>	<p>Risk: Exposure to COVID-19 through travel, particularly international</p> <p>Who: All personnel</p>	All business travel to be subject to specific review and approval. Remote options to be considered first.	<p>Phase 1 – no business travel unless authorised by COO.</p> <p>Phase 2 – business travel limited to essential on approval by PGL</p> <p>Phase 3 – non-essential business travel may be authorised by PGLs/COO (copied to Office Manager).</p>	
<b>8. Inbound and Outbound Goods</b>					
1, 2, 3	<b>To maintain social distancing</b>	Risk: Transmission	Specify a protocol and procedure for the	Internal communications to be disseminated electronically. Where hard copy documents/mail	

	<b>and avoid surface transmission when goods enter and leave the office</b>	<p>from deliveries of goods and mail.</p> <p>Who: Primarily Office Services staff.</p>	<p>collection and distribution of mail and packages.</p> <p>Reduce number of packages by limiting to business deliveries only.</p>	<p>are to be shared this should be done by scanning and emailing them wherever practicable. Where not practicable, such as signing cheques the strict protocol should be followed:</p> <ul style="list-style-type: none"> <li>• Hand washing/sanitising before and after.</li> <li>• Gloves to be worn and disposed of safely.</li> <li>• Resting period of 72 hours for any non-urgent mail.</li> <li>• No personal mail/deliveries.</li> </ul>	
<b>9. Communication and Training</b>					
1,2,3	<b>To make sure all workers understand COVID-19 related safety procedures.</b>	<p>Risk: Personnel are not aware of or unclear on procedures that help reduce risks associated with returning to work</p> <p>Who: All personnel</p>	<p>Provide regular communications to staff that are consistent.</p> <p>Regular consultation with employee representatives that is continuous and ongoing to monitor and understand the impact of the control measures.</p>	<p>Development and distribution of information and training materials on COVID-19, the measures in place and on identifying symptoms. Provide clear guidance on symptoms and processes to respond to any suspected cases to all employees.</p> <p>Use of signage throughout the office and social distancing and hygiene measures.</p> <p>Reiterate the importance of regular, thorough hand washing via posters and all internal communication channels.</p>	

## **Annex A – Detailed Measure for Common Areas**

### **Important building information**

- It is not permitted to have lunch, dinner, etc delivered to the office by any delivery companies, including Uber Eats or Deliveroo.
- No personal mail or courier items should be delivered to the office, including from Amazon. Deliveries should instead be made to home addresses.
- Non-business critical visitors are not permitted. All visitors must complete the attached Visitor Record Form to assist with track and trace procedures.



Covid-19 Ten BSQ  
visitor record (for Trac

### **Social distancing measures**

- All building users should make every effort to maintain a 2-metre distance from others at all times whilst in the building and, where this is not possible, minimise as far as is possible the duration spent in close proximity to others.
- A one-way system at entrances and exits to the building will be in place when Bishops Square re-opens.
- Restrictions on the number of persons who can use the lifts are in place, dictated by the size of the lifts. The number of passengers per lift will be indicated clearly in the lift lobbies above the lift control buttons and in the lift cars. In Phases 2 and 3, the limit will be one person, but may rise to up to four persons as building occupancy levels increase.
- Stairwells will be one-way (downwards only) and should be used to exit the building where possible, and particularly from the lower floors.
- One-way directional signage has been implemented in the lobby and at lifts where possible to minimise building users crossing over each other.

### **Social distancing etiquette**

- Maintain a 2-metre distance at all times.
- Give way to others when passing in narrow spaces.
- Pass by others as quickly as you are able in confined spaces such as washrooms.
- Comply with all instructions, signs and markers and follow one-way routes.

### **Lift etiquette**

- Only four persons in a passenger lift at any time.
- Use the lifts to go up and, if you are able to do so, the stairwells to go down.
- When pushing the lift buttons, use your elbow or sleeve.
- If the lift is occupied by 4 persons when it arrives, please wait for the next one.

### **Washroom etiquette (Common Areas)**

- Keep a 2-metre distance when using washroom facilities.
- Give way to those leaving the facilities.
- Pass by others who are using washbasins as quickly as you are able.
- Wash your hands for at least 20 seconds before leaving.
- Report any spillages or shortages of cleaning materials to the Business Services Help Desk on 020 3088 3400 option 1, or email [bs.helpdesk@allenovery.com](mailto:bs.helpdesk@allenovery.com)

### **Advice for suppliers and contractors**

Bishops Square continues to follow UK Government advice on Covid-19 containment and delay.

This advice changes regularly and thus should be checked before any operatives visit Bishops Square; the advice can be found here:



[www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public](http://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)

- If the criteria advise that an operative should self-isolate (i.e. stay indoors and avoid contact with other people), they must not access Bishops Square premises.
- Operatives are not to report to/remain on site if they are suffering from symptoms of Covid-19.
- Tracing and removal to self-isolation of close contacts is to be implemented when necessary and must be reported to A&O.
- All unnecessary contact with third parties should be reduced as much as possible. For those who do not normally work in Bishops Square, remote meeting arrangements through WebEx or teleconference should be used instead.
- If necessary, access to Bishops Square may be suspended on a temporary basis to any individual or supplier judged to pose a possible Covid-19 risk.

As part of your Covid-19 arrangements, you are to detail in your procedures, risk assessments and method statements your arrangements for physical distancing and infection control while working at Bishops Square.

### **Building evacuation**

- If you hear the evacuation signal, please leave by your nearest emergency stairwell to the emergency exit.
- There is no requirement to maintain a 2-metre distance if it is unsafe to do so during the evacuation.
- Once outside the building, please disperse to a safe distance from the building and observe the 2-metre distancing from others.
- Do not assemble at the usual assembly points to avoid gathering.
- If you hear any other message through the public address system, please follow the instructions given.
- This will be the procedure to follow until you receive further information.
- Phone either of these numbers after 15 minutes and follow the advice given: 020 388 2220/2221

### **Facemasks and gloves**

- Facemasks or coverings will not be supplied to building users or visitors so as not to place any burden on the provision of PPE to healthcare and medical professionals.
- There may be some exceptions to this such as:
  - Cleaners who require an enhanced level of protection if cleaning contaminated or possibly contaminated furniture and equipment.
  - Security and Front of House staff who are permanently located in the ground floor lobby area and exposed to a volume of people passing through these area.

### **Disposal of facemasks and gloves**

- Bins for the disposal of facemasks and gloves worn on the journey to work should be disposed of in the bins provided at the entrances to the building and not brought into the building. These will be sent for incineration.
- Sub-tenants should ensure that facemasks disposed of in their premises are disposed of safely in the general waste to avoid exposing the building waste team to risk of infection.

## **Annex B – Detailed Measures for Akin Gump Demise**

We have surveyed our office to create signage plans to continually remind everyone of the 2m rule throughout the building. We have also reviewed all entry/exit and touch point areas to ensure that hand sanitisers are provided at those areas to mitigate those greater risk areas. More detailed measure for specific floors and areas are outlined below

### **Wearing of facemasks/coverings**

The wearing of facemasks/covering is a personal choice and is not compulsory in communal areas. However, please respect the expressed wishes of others. A facemask/covering should be worn in the stairwells as the air in the stairwells is sterile and not refreshed via the AC system

If a mask or face covering is worn please observe the following:

- Wash hands thoroughly before putting on and removing and continue the practice of regular hand washing
- Avoid touching your face or the face covering with your hands to reduce risk of contamination
- Change the face covering if becomes damp or has been touched
- Change the face covering daily
- Disposable masks must be disposed of safely in the general waste to avoid exposing the building waste team to risk of infection

### **3<sup>rd</sup> Floor**

- Hand sanitisers at main entrance and toilet access door
- Floor markings along main walk areas showing pathway 2m apart and one way system around 2 blocks of offices and secretarial bays 3.J.8-3.J.3/3.I.3-3.I.8 and 3.C.7-3.C.5/3.B.3-3.B.7
- Signed single access to tea point
- Single signed access to printers at 3-18-32; printer room 3.F.9 and printer/ vending room 3.L.9

### **7th Floor**

- Hand sanitisers at main entrance
- Floor markings along main walk areas showing pathway 2m apart
- Signed single access to tea point with marked waiting area
- Signs at both one-way corridors stating they are two-way: occupants to check before exiting office and show courtesy to others

### **8<sup>th</sup> Floor**

- Hand sanitisers at all entrances
- Signed single access to all tea points with marked waiting area
- Single signed access to printers at 3-18-32; printer room 3.F.9 and printer/ vending room 3.L.9 with marked waiting area
- Earmark one first aid room for COVID use
- Floor markings along main walk areas showing pathway 2m apart, including Reception
- One-way floor markings around Accounts workstations, into Corporate from Conference Area (adjacent Room 14); out of Corporate into corridor from Reception; into/out of Funds; along either side of Collaboration 1; conference rooms 7 & 8
- Signage to indicate pathways

### **9<sup>th</sup> Floor**

- Hand sanitisers at main entrance
- Signed single access to tea point with marked waiting area
- Single signed access to printer room( 9.O.9) with marked waiting area
- Signs at one-way (Northern) corridor stating it is two-way: occupants to check before exiting office and show courtesy to others
-

### **Toilets (7<sup>th</sup> and 8<sup>th</sup> Floors)**

- Adjacent cubicles may be used
- Only alternate urinals in use
- Signage reminders regarding handwashing

### **Showers**

- Only one person at any one time, including makeup & hairdryer station
- Wash hands before and after use
- User to wipe down or spray all surfaces including, shower buttons, shower hose, door handles, taps and hairdryers. (Antibacterial spray to be supplied)
- Do not leave personal items in the shower rooms
- Limit number of towels available
- Showers will be cleaned 11.30 each day with a thorough clean

### **Tea Points**

- Hand sanitiser in place
- Single access only with separate waiting area
- Individually wrapped sugar, coffee, tea, milk UHT sachets
- Users to wipe down taps, door handles and other touch points before and after use using wipes provided

### **Reception**

- Floor markings along main walk areas showing pathway 2m apart
- Screens in front of each receptionist seat

### **Cafeteria**

The cafeteria will be open but under the following terms:

- One way system in operation with doors for Entry only and Exit only. Signs to display this
- Maximum occupants set at 15 (to be policed by Reception staff)
- Hand sanitisers available at both entrance and exit and at food prep area
- Clear marking on the floor showing 2 metre spaces
- Chairs removed from tables to ensure 2m social distancing
- Two stools only at island bar to ensure 2m social distancing space
- Mark off certain seats in the sofa seating area to leave 2m social distancing space
- Utilise screens to display Covid-19 safety measure (e.g. hand-washing, adherence to social distancing etc.)
- Disabled finger print technology on the Hub. All those with accounts set up to be provided with a barcode scan keyring to use instead
- All fresh fruits such as apples, banana etc. that other people could touch removed. Reminder asking people to only touch the items they intend to purchase
- Pool table and Fussball not in use
- Use of the terrace encouraged - Coronavirus is less transmittable in open areas. Use of Filter coffee machine may be temporarily suspended
- Individually wrapped sugar, coffee, tea, milk UHT sachets

**Library**

- Single bar stool at reading bench
- One-way marking

**Ops and Reprographics**

- Only accessible by Ops staff
- Drop off collection point for incoming and outgoing deliveries, mail and printing
- Floor markings along main walk areas