



Building entry	Reception / Waiting area / Courier deliveries	Coffee Dock areas	Meeting Rooms	Bathrooms / showers	Individual office suites
We ask that employees do not attend work if exhibiting any of the symptoms associated with Covid 19. Temperature should be taken daily before leaving for work	Installation of protective screen & fixed signage / 2m floor distancing signage in the business centre reception	Upon initial reopening 8 th June the coffee dock areas will be closed with no access allowed	Access to the meeting rooms will be limited to one client per day. Clients will meet their visitor outside & bring the attendees straight to the meeting room	Bathrooms will be limited to usage by 1 person at a time.	Access to each floor via double doors will continue as normal, we have however disabled the keypads. Please use elbows to access
Disinfection shoe mats have been ordered for installation inside the front doors, we await delivery due to back log in orders but expect to have by end June.	Waiting area seats have been removed – this will be reviewed as restrictions are lifted	Coffee Dock access will be reviewed as the restrictions are lifted	Min booking period will be 4 hours	The showers will remain closed for the initial period after opening & be reviewed as we progress.	Where possible office doors should be kept ajar to avoid constant touching of the door handles
Please ensure one person only enters the centre at a time & avoid using door handles when entering where possible use feet or elbows to push the door	Courier deliveries We request that clients where possible receive work related parcels only – this is a short term measure to limit unnecessary callers to the building	Fixed signage & 2m floor distancing signage has been installed for when we are able to re-open.	The larger meeting room will accommodate 3 people only.	Handwashing guidelines are displayed in the bathrooms & we request that all clients continue to be adhere to these.	Employees are requested to wipe down their desk prior to starting & finishing work to ensure clean. Spray & paper towel will be placed in each office suite.
Use hand sanitise station before proceeding to your office.	Signing for deliveries received will now take place electronically after parcels have been collected from reception		The smaller meeting room will accommodate 2 people only	Paper towels where applicable have been removed & hand dryers only in use.	2m distancing will apply in all offices. We will work with individual clients to achieve this.
If you are the first / last employee in your office please use the electronic sign in/out procedure to notify reception.	An isolation area has been identified for usage if there is a suspected Covid 19 case. Contact reception via phone if access is required.		Meeting room pads, pens & water will be removed for the initial opening period & reviewed as we progress	Fixed signage & 2m floor distancing signage installed.	We request that policies where employees sharing / hotdesking if working on different shifts are changed & individual desks assigned



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Daily cleaning / Infection Prevention & control procedures

Building Entry	Reception	Coffee Dock areas	Meeting rooms	Bathrooms / Showers	Individual office suites
The external doors & handles will be cleaned & disinfected each evening	Protective screen has been installed at reception	These will be closed when the centre re-opens 8 th June	Access by one client only each day is allowed to each of the meeting rooms.	Restrictions to allow access by one person at a time will be implemented	Daily cleaning & disinfecting will take place each evening
Disinfectant shoe mats Viruses can attach to shoes, by passing over mats will help prevent transfer to the building & others	Waiting area seats have been removed Coffee tables & leaflets have been removed	We ask that clients refrain from using these facilities while closed	Deep clean & disinfecting will take place each evening	Deep cleaning & disinfecting will take place each evening	Contact points such as light switches, door / window handles / window sills have been identified & will be disinfected daily
Hand sanitiser units have been installed inside the main entrance & on each of the floors within the business centre, please ensure to use upon arrival	All surfaces will be cleaned & disinfected each evening	All surfaces will be cleaned / disinfected each evening	Clients are requested to adhere to capacity guidelines given to ensure 2m distancing	Hand washing guidelines will continue to apply	Clients are requested to comply with a clear desk policy & cleaning of desk surface / telephone handsets carried out by employees am & pm
Lift access will be restricted to 1 person initially unless required for physical / delivery requirements	Please avoid approaching the reception desk where possible & enquiries made via telephone.	The photocopier / scanning services will be arranged by the reception team	All pens, pads & glasses etc have been removed		Windows should be open & fresh air circulating in each office daily
All contact points on the stairwells / door handles will be cleaned & disinfected each evening	Photocopying & scanning services will be provided by the reception team to limit contact to one person only		Meeting room windows should be open to allow circulation of fresh air during the meetings		



Covid 19 – Return to work

- Each company will appoint at least one lead worker representative, who will work with the employer to ensure that COVID19 measures are strictly adhered to in the workplace. Can companies please email Darien @ dcullen@premgrou.com with details of the nominated person.
- Employers will issue a pre-return to work form for workers to complete in advance of the return to work (see template below if you don't already have one)
- Employers are also required to update their safety plans before reopening, in consultation with, and with the agreement of, workers. If you require assistance with this please contact Robbie @ rpheonix@premgrou.com.
- The plan should include measures relevant to COVID-19, for example, social distancing within the office, the provision of hand sanitisers, masks, tissues and clinical waste bags, clear procedures around handwashing and respiratory etiquette, and ensuring proper ventilation on site.
- Employers will keep a log of any group work in order to facilitate contact tracing
- Employers are required to put a response plan in place, outlining details of how they will deal with a suspected case of COVID-19 in the workplace, to include a designated manager in charge. (see notes above regarding isolation area that can be assigned in the event of a suspected case)
- If a worker displays any symptoms of the virus during work hours, the designated manager must contact reception & direct that person to the designated isolation area, along a designated route, all the time maintaining a 2 metre distance, and arrange for that person to remain in isolation before arranging for them to be transported home, or to a medical facility, avoiding public transport. If there are no more than 2 people in the office it is safer to remain in the office & await transport.
- The employer must also carry out a full risk assessment of the incident to see what, if any, further action needs to be taken.
- Breaks and rest periods should be organised so as to facilitate social distancing
- In settings where 2 metre separation is not possible, alternative protective measures such as installation of physical barriers/plastic sneeze guards should be put in place. As previously mentioned we will work with clients to achieve the required office set up with 2m distancing in place, please contact Therese @ tmullane@premgrou.com to discuss.



COVID-19 Return to Work Form – please feel free to copy & paste

To help prevent the spread of COVID-19 in the workplace, every worker must complete and sign this form before returning to work. On review of the form management may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return. Every question **must** be answered.

Employee Name: _____

Place of work: _____

Date of Expected Return to work: _____

(Please complete the form in full and return by email at least 3 days BEFORE returning to the workplace to the HR Department. Please note the return date should only be confirmed upon receipt and review of a completed form.)

1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?
Yes / No
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?
Yes/No
3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 m for more than 15 minutes in 1 day)?
Yes / No
4. Have you been advised by a doctor to self-isolate or cocoon at this time?
Yes / No
5. Please provide details below of any other circumstances relating to COVID -19 not included in this form which may need to be considered to allow your safe return to work.

If the answer to any of the questions above is 'yes', then the employee is strongly advised to self isolate & seek and follow the appropriate medical advise prior to a return to the workplace. If you are unsure if you are in an at risk category please seek medical advise.

If your situation changes after you complete and submit this form please tell management.

Employee Signature: _____

Date: _____

HR/ Manager Signature: _____

