



## **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

### **CABINET**

**25<sup>TH</sup> JUNE 2020**

#### **SAFER BUILDINGS – SOCIAL DISTANCING & OTHER SAFETY MEASURES IN COUNCIL OFFICES, SCHOOLS AND OTHER PUBLIC BUILDINGS AS THE LOCKDOWN IS LIFTED**

#### **REPORT OF THE DIRECTOR OF CORPORATE ESTATES IN DISCUSSION WITH THE CABINET MEMBER FOR CORPORATE SERVICES (COUNCILLOR M NORRIS)**

**Author: David Powell, Director of Corporate Estates**

#### **1. PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to update Cabinet on the action taken to ensure the Council's buildings, including schools, can be opened safely to Members, staff, pupils and the general public maintaining safe social distancing and other appropriate safety measures during the current COVID-19 pandemic.

#### **2. RECOMMENDATIONS**

It is recommended that Cabinet:

- 2.1 Considers the information provided and notes the action taken to date in response to the COVID-19 pandemic.
- 2.2 Request that the Director of Corporate Estates monitors the situation on a regular basis to ensure as schools, services and offices reopen to staff, pupils and the general public, our schools and Council buildings are suitably safe, and in consultation with the relevant Cabinet Member(s), introduces additional measures and/or enforces measures where necessary in order to prevent the spread of the coronavirus.

#### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 To provide a summary for Cabinet of the action taken since the COVID-19 restrictions were imposed by the UK and Welsh

Governments and to prepare for the future safe re-opening of Council buildings, and schools.

- 3.2 To ensure that the Director of Corporate Estates, in consultation with the relevant Cabinet Member, expediently responds to introduce, change and/or enforce measures in schools and Council buildings where necessary in order to prevent the spread of the coronavirus.

#### **4. BACKGROUND**

- 4.1 On 23rd March, the UK government announced unprecedented lockdown measures to stop the spread of the COVID-19 virus between households, changing the way in which everyone in the UK lives their daily lives. This resulted in an initial three week lockdown of the movement of people, forcing people to remain at home, other than key workers. More recently, some of these initial measures have been eased and there is an expectation that further restrictions will be lifted as the response to the pandemic is reviewed by the Welsh Government on a three weekly basis.
- 4.2 At the start of the lockdown all schools and the vast majority of Council offices were closed, including libraries, theatres, leisure centres, day centres, civic buildings in Clydach Vale, and other key sites where people gathered to work or provide major services. The buildings were closed in a controlled manner to ensure mechanical and electrical services were shut down/adjusted and security systems set to reflect the fact that the buildings would not be occupied. The only operational and administrative buildings that remained open were to continue to support, principally, the day to day social care, homelessness and frontline service provision. Working from home using remote technology has been the default position for the majority of staff.
- 4.3 However, as the lockdown is gradually eased in Wales, council services will need to adapt and consider how they respond to the next phase of the crisis. A number of areas that have not been operating over the course of the crisis will need to 'restart' in an adapted way, such as libraries and schools. Some will not be able to operate over the short to medium term, such as Leisure Services.

#### **5. PROGRESS UPDATE**

- 5.1 The Council's approach to date has been to re-start services, such as the Community Recycling Centres, in a way that ensures the safety of staff and citizens, and working at all times working to stop the spread of the virus.

5.2 As part of the Council's approach to lowering the rate of transmission, the process of reopening services will be managed in a phased manner as part of a disciplined and coordinated Council wide process. Every service subject to a risk-based assessment, which will be discussed with the Trade Unions, to ensure that they can operate effectively and safely. This will cover all aspects of how services will be delivered in the context of physical distancing and infection control requirements. The Council's Health and Safety methodology will include:

- **Safe Premises** - Each council premises will be subject to an assessment, which identifies the maximum occupancy of the building and considers specific building issues to achieve physical distancing. This includes implementation of safe access/egress, safe use of communal facilities such as welfare provisions, printing, kitchens, meeting rooms and the allocation of safe desk space. The frequency of cleaning of high contact surfaces and provision of hygiene supplies will be included in the assessment.
- **Safe Services** - Each service area will complete an assessment checklist, which will highlight risks in relation to interaction with the public, colleagues, contractors, as well as use of equipment and travel in work. A risk assessment will be completed for each service area detailing the required controls in place in line with Council policy and national guidelines.

5.3 The Chief Executive has written to all staff currently working from home stating that working from home will remain the default position for those council staff who are able to do so until 31 August 2020. The position will be reviewed at that date, but based on the forecast of a second wave of the pandemic in the late autumn, working from home will be common practice for many staff for the foreseeable future. This Council-wide change in working practices will need to be supported by new policies, procedures and management practices. For those services where staff cannot work from home, or where face-to-face contact is necessary, robust physical distancing measures will be put in place as detailed in service area risk assessments.

5.4 On 3 June 2020, the Welsh Government Minister for Education announced the next phase for schools in Wales. It is proposed that all schools will reopen on 29 June 2020, with the summer term being extended by one week and ending on 27 July 2020. In the next academic year beginning in September 2020, the intention is to expand the autumn half-term break to two weeks.

5.5 All children will have the opportunity to attend school to 'check in, catch up and prepare' for the summer break and the new school year in September 2020. This period of opening will focus on making sure that

pupils, staff and parents are prepared – mentally, emotionally and practically – for a ‘new normal’ in September.

- 5.6 It is likely that each school will adopt a phased approach, with year groups being split into cohorts with staggered starts, lessons and breaks. It is expected that this will mean, at most, a third of pupils being present at any one time, though schools may need time to reach this level of operation. There will be much smaller classes, providing secure dedicated time with teaching staff and classmates.
- 5.7 The physical reopening of schools will involve a similarly rigorous process to that applied to other council services and further guidance is expected shortly from Welsh Government.
- 5.8 To support the opening of schools and public buildings the Corporate Estates Team has prepared comprehensive guidance for headteachers and service managers and sets out Rhondda Cynon Taf’s approach to opening buildings whilst applying consistent measures to protect staff and visitors in accordance with guidance under regulation 7A of the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020.
- 5.9 A copy of the guidance is set out in Appendix 1 to this report. To support services, the Corporate Estates team has set maximum occupancy numbers for staff and the public in Council buildings. A similar approach to setting maximum occupancy levels will be adopted with schools, on receipt of the final guidance from Welsh Government.
- 5.10 The guidance provides clear direction to headteachers and service managers, the focus must be to:
  - Take all reasonable measures to **ensure a 2m physical distance** is maintained between all staff, whenever possible;
  - Provide **hand sanitiser/wipes/ handwash arrangements** in appropriate locations;
  - **Not exceed** the max number of staff in the office, kitchen and toilets;
  - Ensure an **enhanced cleaning regime** is introduced for the office and workstations;
  - **Use virtual meetings where practical**, if physical distancing is not possible;
  - Ensure a **clear desk policy** is maintained;
  - Ensure staff **do not cross on stairs** – use one way travel wherever possible;
  - Restrict use of **lifts to 1 person** (and a carer) at a time;
  - Mark out **2m exclusion zones** in appropriate locations;

- Use Kitchens for individual beverages only with **no food preparation**;
  - Consider having **staggered start/finish times** for staff to avoid gatherings in confined spaces;
  - **Communicate effectively with staff** and ensure they also adhere to the regulations and any site specific rules.
- 5.11 Corporate Estates has also prepared and had manufactured a series of signs for all buildings and schools to remind staff and the public using the building of what is expected from them in terms of social distancing, personal hygiene etc. Copies of the signs are set out in the Appendix to this report.
- 5.12 Signage and equipment packs have been rolled out to buildings over the past couple of weeks and measures implemented in accordance with the guidance to ensure buildings are ready to open as soon as an appropriate decision is taken.
- 5.13 The Council is also exploring how best to use temperature checking systems for all users of Council buildings, including schools. Some trial equipment is being tested and if it works successfully, this will also be available in all Council buildings, to help reduce the risk of the spread of COVID-19.

## **6. EQUALITY AND DIVERSITY IMPLICATIONS**

- 6.1 No Equality Impact Assessment is required for this report. Corporate Estates is engaging with the Council's Equality and Diversity team to identifying specific groups of public and staff that will be affected by the changes in the operation of buildings. Equality Impact Assessments will be undertaken as part of the respective re-opening of services, such as Libraries and Schools etc.

## **7. CONSULTATION**

- 7.1 There has been continued engagement with Trade Unions in respect of the guidance set out in the Appendix to this report.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 Additional funding has been necessary to develop and introduce the measures. This over and above expenditure will form part of our wider claim to Welsh Government for reimbursement of COVID-19 related costs.

## **9. LEGISLATION CONSIDERED**

9.1 The measures have been deployed in consideration of the Coronavirus Legislation and guidance and the relevant Health & Safety legislation and guidance.

**10. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT**

10.1 This is an information report on progress in responding to the COVID-19 pandemic. No decisions are being taken in this report.

## **11. CONCLUSION**

- 11.1 This report has set out the actions taken to ensure schools, public buildings and Council offices can be safely opened in the future as the lock down is lifted. Individual schools and services will inevitably have to adapt these guidelines to best meet their particular needs, taking into account the physical layout of the respective building.

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**Other Information:-**

***Relevant Scrutiny Committee –***



**RHONDDA CYNON TAF**

**CORPORATE ESTATES**

**GUIDANCE FOR MANAGERS**

**RE-OCCUPATION OF BUILDINGS DURING CORONAVIRUS  
(COVID-19)**

Taking all reasonable measures to maintain physical distancing in the workplace: Guidance under regulation 7A of the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020

This document is available in Welsh or English and other formats are available when requested

**Version Control**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Checked</b>	<b>Approved</b>
C19.01	May 2020	Hilary Reid	Mike Murphy	David Powell

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# **RE-OCCUPATION OF BUILDINGS DURING CORONAVIRUS** **(COVID-19)**

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## **1. BACKGROUND**

1.1 The Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 ("Coronavirus Restrictions Regulations") have been amended with effect from 7 April 2020 to introduce general restrictions on places of work, which were not previously covered.

1.2 Certain businesses were closed down and people were told to 'stay at home', protect the NHS and save lives. Employers were required to take every possible step to facilitate their employees working from home, including providing suitable IT and equipment to enable remote working.

1.3 It was recognised that not everyone can work from home and certain jobs require people to travel to their place of work. Everyone attending a place of work must take all reasonable measures to maintain physical distancing in the workplace to comply with guidance under regulation 7A of the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020, wherever possible.

1.4 A breach of the above regulation may result in a fine (the amount of which is unlimited) or fixed penalty. This is a change in law in Wales which is in force until 26 September 2020, with ability to extend.

1.5 As the restrictions are eased over the coming weeks/months and businesses re-open, the Council needs to be ready to respond to buildings being opened such as Libraries, Schools, Offices etc whilst still complying with the physical distancing rules until such time as the restrictions are fully lifted and there is no further threat of contracting the virus.

## **2. PURPOSE**

2.1 This guidance document sets out Rhondda Cynon Taf's approach to open buildings whilst applying consistent measures to protect staff and visitors in accordance with guidance under regulation 7A of the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020.

2.2 The guidance is specific for our built assets and does not attempt to deal with open spaces, parks or town centre facilities.

2.3 The guidance sets out practical measures for managers to use in the various workplaces and is intended to be used in conjunction with signage/specialist equipment for each building based upon specific risk assessments/building requirements.

2.4 Each section covers particular 'spaces' within the building and any spaces not included below specific to a building such as a classroom, will need to be

assessed and similar principles applied to ensure compliance with the physical distancing within the workplace.

### **3. KEY THEMES**

#### 3.1 Managers must:

Ensure a suitable risk assessment for Covid-19 in the workplace is undertaken and implement any necessary controls. To ensure the risk is reduced as far as reasonably practicable managers will need to:

- Take reasonable measures to **ensure a 2m physical distance** is maintained between all staff, whenever possible
- Provide **hand sanitiser/wipes/ handwash arrangements** in appropriate locations
- **Not exceed** the max number of staff in the office, kitchen and toilets
- Ensure an **enhanced cleaning regime** is introduced for the office and workstations
- **Use virtual meetings where practical**, if physical distancing is not possible
- Ensure a **clear desk policy** is maintained
- Ensure staff **do not cross on stairs** – use one way travel wherever possible
- Restrict use of **lifts to 1 person** (and a carer) at a time
- Mark out **2m exclusion zones** in appropriate locations
- Use Kitchens for individual beverages only with **no food preparation**
- Consider having **staggered start/finish times** for staff to avoid gatherings in confined spaces
- **Communicate effectively with staff** and ensure they also adhere to the regulations and any site specific rules

#### 3.2 Staff must:

Inform their manager if they (or someone in their household) are in an 'at risk' category, and

- Ensure they are **symptom free** while working from the office
- Maintain a **2m distance** between themselves and colleagues wherever reasonable and practicable to do so

- **Regularly wash hands** with soap for a min. of 20 seconds
- Make use of **hand sanitiser/wipes** as appropriate if hand washing facilities not available
- Adhere to the **max number of staff** in the office, kitchen and toilets
- Adhere to the **clear desk policy** and ensure individual workstations are cleaned/sanitised before re-use
- **Use common sense** when moving around the workplace and be courteous to colleagues when waiting to enter spaces/use equipment

## **4. RECEPTION**

4.1 Objective: to ensure the safety of both visitors and staff

- Where possible, visitors should arrive only by appointment and the organiser should make arrangements with reception staff to achieve the smallest turn around time possible
- Use of temperature sensing equipment may be required
- Clear plastic (or existing glass) protective screens must be used to separate staff and visitors and allow for safe interaction
- Areas must operate on a one in/one out basis and if possible, the use of one way systems
- Where possible a separate waiting area should be provided
- Use of floor and wall signage both internally and externally (see section on signage) will help to remind staff and visitors of distancing requirements
- Doors may be propped open (subject to advice on fire restrictions) to allow for better visibility and reduced contact with door handles
- Sanitiser should be provided at reception counters
- Appropriate exclusion zones marked out
- Encouraging visits via remote connection/working where this is an option.
- Limiting visitor times to a specific time window and restricting access to required visitors only
- Maintaining a record of all visitors

## **5. DELIVERIES**

5.1 Objective: to reduce transmission through contact with objects that come into the workplace and staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.

**Steps that will usually be needed:**

- Cleaning procedures for goods and merchandise entering the site.
- Cleaning procedures for vehicles.

- Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.
- Regular cleaning of vehicles that workers may take home.
- Restricting non-business deliveries, for example, personal deliveries to workers.

## **6. CIRCULATION SPACE**

6.1 Objective: to maintain social distancing while using common areas.

- Staff/visitors must not cross on stairs wherever possible – most buildings can accommodate one way travel
- Staff will need to be alert at all times of distancing ability being compromised in these areas
- Good use of signage (see section on signage) will help to remind staff of distancing
- Doors may be propped open (subject to advice on fire restrictions) to allow for better visibility
- Opening windows and doors frequently to encourage ventilation where possible
- Appropriate exclusion zones marked out

## **7. LIFTS**

7.1 Objective: to reduce transmission by allowing for social distancing outside or inside a lift

- To be operated as one in/one out basis (with a carer if required)
- Signage to be clearly visible
- Queuing system to be utilised
- Appropriate exclusion zones marked out

## **8. FIRE RECORD SIGNING IN/OUT BOOKS**

8.1 Objective: to operate the procedure safely whilst still complying with fire safety regulations

- Sanitiser should be provided at the station
- Signage should be easily visible
- Appropriate exclusion zones marked out
- Staff to use personal pen to sign in /out (rather than communal pen)



## **9. SPACE/DESK UTILISATION**

9.1 Objective: to reduce transmission by creating an office space allowing for desk users to achieve relevant distances between them

- The advised maximum number of staff should not be exceeded
- Desk occupation should be allocated to achieve the appropriate space/distance between people this can be done in various ways often depending upon the desk layouts for example: diagonally, straight line, alternating etc
- If desk need to be used by more than one person then the clear desk guide will be explicit in this and user must clean desk after use
- Staff rotas may be needed in order to achieve safe distancing
- Moving desks apart may be possible to assist
- Use of screens between people/desks could assist
- Increase number of air changes/hr in rooms by adjusting ventilation and/or opening windows

## **10. CLEAR DESK POLICY**

10.1 Objective: to reduce transmission between desk users and allow for cleaning of desks to be achieved easily and consistently

- No personal items/paperwork etc are to be kept on desks at any time
- Pedestals must be locked or secured with tape and no items put back and forth onto/from the desk
- Desks, keyboards and telephones must be wiped clean before and after use
- Staff must not share desk phones and shall try at all times to use mobile phones

## **11. SHARED EQUIPMENT**

11.1 Objective: to reduce transmission by managing the use of these

- MFD's and similar equipment such as plotters should be operated on the basis of one user at a time
- Space for queuing should be identified
- Sanitiser should be made available
- Appropriate exclusion zones marked out
- Wipes to be provided for cleaning after each use

## **12. MEETINGS**

12.1 Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.

- Using remote working tools to avoid in-person meetings, wherever possible
- Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.
- Avoiding transmission during meetings, for example avoiding sharing pens and other objects.
- Providing hand sanitiser in meeting rooms.
- Holding meetings outdoors or in well-ventilated rooms whenever possible.
- For areas where regular meetings take place, using floor signage to help people maintain social distancing.
- Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards

## **13. KITCHEN USE**

13.1 Objective: to reduce transmission and maintain social distancing while allowing staff to use the facilities

- The advised maximum number of staff should not be exceeded
- Only hot drinks to be made or cold drinking water from the dispenser
- Drinks must only be made for the individual needing/wanting one
- No food preparation is to be carried out in the space
- Food and drink which needs refrigeration can be placed in the refrigerators but must be placed in and removed swiftly and removed from the kitchen area for consumption
- Space for queuing should be identified
- Regular checks on the supply of sanitiser/soap should be undertaken
- Cupboards will be sealed so that no items can be held in the kitchen
- The advised maximum number of staff should not be exceeded
- Appropriate exclusion zones marked out

## **14. TOILETS**

14.1 Objective: to allow safe use of facilities while reducing transmission and maintaining social distancing

Toilets must be operated on a safe space distancing basis

- The advised maximum number of staff should not be exceeded
- Distance between hand basins and door cubicles must be able to accommodate staff passing whilst maintaining appropriate distancing
- A one staff in/one staff out policy may need to be implemented
- Where possible visibility of persons in the ancillary toilet area should be achieved
- Space for queuing should be identified
- Suitable hand wash facilities at the sink
- Regular checks on the supply of sanitiser/soap should be undertaken
- The advised maximum number of staff should not be exceeded
- Appropriate exclusion zones marked out

## **15. SHOWERS**

15.1 Objective: to reduce transmission and maintain social distancing while allowing staff to use the facilities

Where possible, showers must not be used unless they are required because of the work activity so in the event that they are needed;

- Users will need to provide their own soap etc...
- Nothing to be left in the space after use
- Ensure lockers and changing rooms are kept clean and clear of personal items
- Appropriate exclusion zones marked out
- Wipes to be provided for cleaning surfaces after each use

## **16. STATUTORY MAINTENANCE COMPLIANCE**

167.1 Objective: to ensure buildings that have been closed are maintained appropriately prior to staff returning

Prior to opening buildings, building managers should;

- Undertake a full building inspection for any obvious health and safety issues noting any degradation of the site including access and egress routes and car parking areas
- Liaise with Corporate Maintenance regarding all corporate statutory inspections and testing compliance undertaken during the building closure
- Ensure all routine Legionella flushing and/or testing has been completed
- Ensure all routine fire alarm testing has been completed
- Whilst testing of fire alarms and systems must be maintained, it is recommended fire drills be suspended until further notice. Managers will need to periodically remind staff of the procedures to ensure they are fully familiar with arrangements
- Inspection of the fire escape routes to ensure that they remain adequate and clear of any obstructions
- Physical check of all Internal & External fire doors to ensure that they open and close as intended
- Recommission any specialist plant/equipment in accordance with manufacturers recommendations

## **17. ACCIDENTS, SECURITY AND OTHER INCIDENTS**

17.1 Objective: to prioritise safety during incidents.

- In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

## **18. SIGNAGE/EQUIPMENT**

18.1 Objective: to reduce transmission by means of the provision of multiple targeted message signs and the erection of physical barriers.

- Signage to be displayed in the following locations using signage as listed in Appendix A

<b>Locations</b>	<b>Sign Type</b>
Reception/waiting areas –signs	A,B,C,D, F,H,I,J,K
Kitchens	A,B,C,E,J, M
Toilets	A,B,C,E,J
Lifts	D,J
Staff notice boards and prominent locations on walls	A,E,K
Hand sanitiser stations	F,J
Hand washing locations	E,
Floor distance/direction markers	J
Doors to identify direction of travel	B,G,H,I,J
Hazard Marker tape to be used in front of lift doors to indicate distance spacing and in Entrance Foyers/Receptions to keep back/queuing	L

- Specific equipment will also be provided as listed in Appendix A
  - Additional bins for disposal of wipes
  - Additional temporary clear plastic screens for reception counters
  - Suitable quantities of sanitiser/wipes

## **19. FURTHER INFORMATION**

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace>

<https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work>

<https://gov.wales/coronavirus-social-distancing-guidance>

## **CONTACTS**

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## APPENDIX 1 – RCT APPROVED SIGNAGE/EQUIPMENT

**Type A** - Covid posters to be erected in prominent locations around the building including office notice boards, kitchens, toilets and communal areas;

### (COVID-19) - Coronavirus

#### Physical Distancing in the workplace Office Accommodation Standards A guide for managers/staff

Everyone attending a place of work **MUST** take all reasonable measures to maintain physical distancing in the workplace to comply with guidance under regulation 7A of the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020.



**Managers must:**

- Take reasonable measures to ensure a 2m physical distance is maintained between all staff
- Provide hand sanitizer/wipes in appropriate locations (i.e. entry/exit points, signing in, MFD's, shared ICT kit)
- **Not exceed** the max number of staff in the office, kitchen and toilets
- Ensure an **enhanced cleaning regime** is introduced for the office and workstations
- **Use virtual meetings** if physical distancing is not possible
- Ensure a **clear desk policy** is maintained
- Ensure staff **do not cross on stairs** – use one way travel whenever possible
- Restrict use of lifts to 1 person (and a carry) at a time
- Mark out 2m exclusion zones at lift doors, entrance to toilets, fire signing in book, etc.
- Use kitchens for individual beverages only **NO food preparation**
- Consider having **staggered start/finish times** for staff to avoid gatherings in confined spaces

**Staff must:**

- Ensure they are **symptom free** while working from the office
- Maintain a 2m distance between themselves and colleagues whenever reasonable and practicable to do so
- **Regularly wash hands** with soap for a minimum of 20 seconds
- Make use of **hand sanitizer/wipes** as appropriate
- Adhere to the **max number of staff** in the office, kitchen and toilets
- Adhere to the **clear desk policy** and ensure individual workstations are **cleaned/sanitised** before re-use
- **Use common sense** when moving around the workplace and be courteous to colleagues when waiting to enter (aperture equipment)

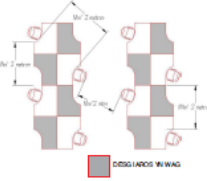
**Should you have any queries please contact:**  
**Head of Operational Property:**  
01443 281188  
Corporate Estate will provide the maximum number of occupants.  
**Health and Safety Advisor:**  
01443 425536  
Corporate Health and Safety will be able to discuss concerns.

  
RHONDA CYNON TAF

## (COVID-19) - Y Coronafeirws

### Cadw pellter corfforol yn y gweithle Safonau ar gyfer swyddfeydd Canllaw i reolwyr/staff

**RHAID** i bawb sy'n bresennol mewn gweithle gymryd mesurau rheoli rhesymol i gadw pellter corfforol yn y gweithle er mwyn cydymffurfio â chanllawiau o dan reoliad 7A o Reoliadau Diogelu Iechyd (Cyfyngiadau Coronafeirws) (Cymru) 2020



OSGWINDO' R WAG


**Os oes gyda chi ymholiadau:**  
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 Bydd modd i'r gartref Eiddo Corfforaethol nodi'r uchelwmi o bobl mewn lleoliad.  
**Cyngorydd Iechyd a Diogelwch:**  
**01443 425536**  
 Bydd modd i chi dafod pryderon â'r gartref ieddyd a Dargalech Corfforaethol.

**Rhaid i reolwyr:**

- Cymryd mesurau rheoli rhesymol i sicrhau bod pellter o 2 fetr yn cael ei gynnal rhwng pob ailod o staff
- Darparu glanwedd /welps dweilo mewn lleoliadau paratod, i.e. wedi ffractioffurfio, wedi'i ddiroddi i mewn, dylai hysbysu am ymddydd, offeryn TOC yn cael ei osain
- Sicrhau bod nifer y staff yn y swyddfa, y gegin a'r toiledau ddim yn fwy na'r uchelwmi
- Sicrhau bod system lantawr hefyd yn cael ei chyflwyno ar gyfer y swyddfa a'r mathau gwaith
- Cynnal cyfarfodydd ar-lein os doeddim modd cadw pellter corfforol
- Sicrhau bod pellter desglauglin yn cael ei gynnal
- Sicrhau bod staff ddim yn croesi ar y grisiau - ddefnyddwch system unfordd i le bo hynny'n bosibl
- Sicrhau bod dim mwy na 1 person (a chynnalwyr) mewn lift ar unrhyw bwyllt
- Nodi ar y llawr lle mae rhaid cadw pellter o 2 fetr wrth ymyl dylau liftiau, mynedfeydd i gyfeustau, llyfr ffrindod i mewn, ac ati.
- Sicrhau bod beidd DDM yn cael eu bannio gan unigolion yn y gegin - dim ond ddiodydd iddyn nhw os huanah
- Ystyried bod staff yn dodrausgerffon ar weithdai amseroedd llai os bod nhw ddim yn ymgwngi mewn llydyd cyffing

**Rhaid i staff:**

- Sicrhau bod dim synwngtatau gyda nhw pan mewn rhwng gweithio yn y swyddfa
- Cadw pellter o 2 fetr rhwngdyn nhw a'u cydwelthwyr lle bo hynny'n rhesymol ac yn ymddydd
- Goleudo dweilo a sebon yn rheolaidd am o leiaf 20 eiliad
- Defnyddio glanwedd /welps dweilo'n brodd
- Paddo â mynd dros uchelwmi nifer y staff yn y swyddfa, y gegin a'r toiledau
- Glynu wrth y pellter desglauglin a sicrhau bod manau gweithunigol yn cael eu glanhau ddiheblto cyn eu ddefnyddio
- Defnyddio sponnwy cyffwrdd wrth gymud dweilo gweithio a dangos cwtweli i gydwelthwyr wrth aros i'w ddiroddi mewn i llydyddi dweilo ddiroddi



**Type B** - Sign to be erected outside of kitchens, toilets and all/any small areas or rooms and reception areas





**Type C** - Sign to be erected in prominent locations around the building including office notice boards, kitchens, toilets, reception and communal areas



**Type D** - Sign to be erected outside of the lift and at appropriate entry/exit locations



**Type E** - Sign to be erected in prominent locations around the building including office notice boards, kitchens, toilets, reception and communal areas



**Type F** - Sign to be erected at all sanitiser locations

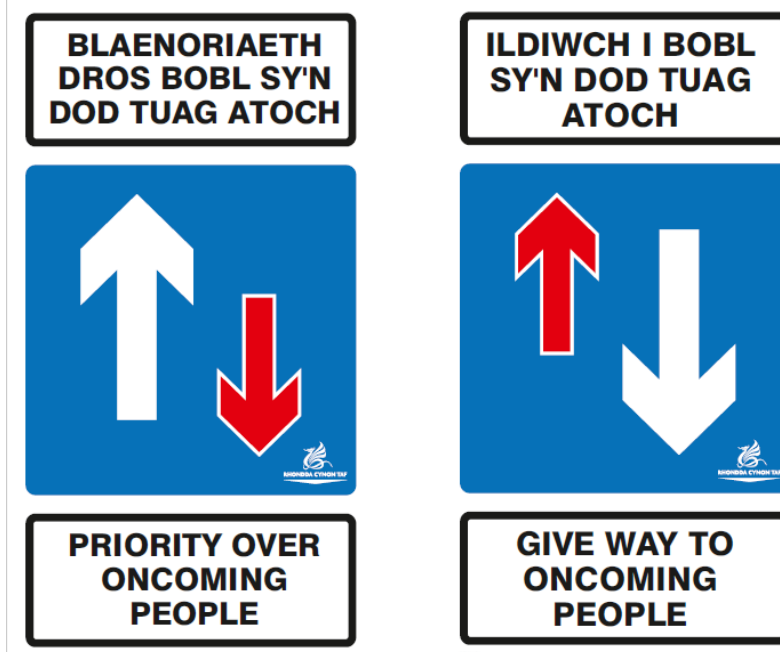


**Type G** - Signs to clearly indicate one way systems around office areas including stairwells and on doors into rooms where one way in and one way out can be achieved





**Type H** - Signs to be erected at appropriate locations around the building to clearly indicate travel systems around office areas on doors and on walls in stairwells



**Type I** – Floor sign to be placed at appropriate locations around the building to clearly indicate travel systems around office areas



Type J – Floor signs to be placed at appropriate locations around the building to clearly indicate where safe distance queueing can take place around office areas to access kitchens, WCs, printers ,lifts, filing rooms and outside reception areas



**Type K** – Sign to be placed at locations where wipes can be disposed of in appropriate bins



**Type L** – Hazard tape to be used at appropriate locations around the building to clearly indicate travel systems around office areas, no-go zones such as clear areas outside lifts and to separate travel directions in corridors and stairwells.



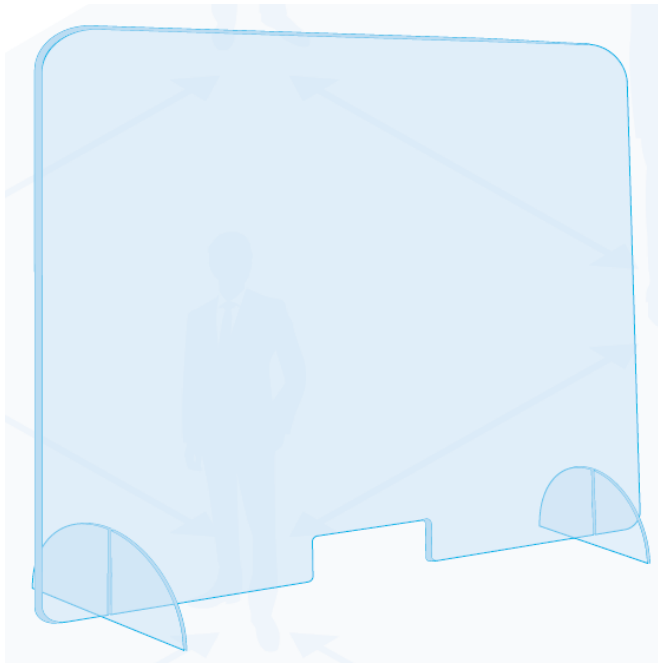
**Type M** – Sign to be erected in kitchens/tea making facilities.



**Equipment**  
5L Sanitiser



Clear plastic screens for reception counters, manufactured to site specific measurements





## **APPENDIX B – FREQUENTLY ASKED QUESTIONS (FAQ's)**

Q1 Who is guidance aimed at? Building Managers or all Managers?

A1 The guidance is aimed at managers but managers with responsibility for buildings also have an over-arching responsibility. Staff will also need to read/understand the guidance to ensure compliance while attending the workplace.

Q2 How is the guide going to be distributed to staff regarding their responsibilities?

A2 It is anticipated that an e-version of the COVID poster will be issued to staff via one of the regular staff updates together with a link to a document on 'Source' for managers/staff to access and acknowledge they have read/understood it.

Q3 Is there specific guidance for spaces such as lounges in Care Homes and classrooms in schools?

A3 This guidance does not cover all eventualities and/or spaces, it is designed to provide guidance for the 'workplace'. It will be for Service Groups address specific spaces in their unique settings by adopting the principles set out in the guidance for the workplace. Corporate Estates and Health and Safety officers will be happy to assist as and when requested.

Q4 How will I get to know what new site procedures are in place?

A4 Managers are responsible for undertaking specific risk assessments before staff return to their workplace and a mini induction process will be adopted by Service Groups to ensure that all site/building/behaviour related changes are communicated to all staff.

Q5 Are staff being subjected to unnecessary risk by being asked to attend work/the office?

A5 No, as occupation of offices and work places will have been subject to a risk assessment where mitigation processes have been identified and incorporated into the return to work procedure, i.e. distancing at desk locations, sanitising, controlled movement to ensure distancing.

Q6 Are we only testing visitor temperatures to buildings - why not all staff?

A6 Staff should only attend the workplace if they are not displaying symptoms. It is possible to check everyone but this would be time consuming and will take up dedicated resources.

Q7 What will happens if I develop Covid-19 symptoms while at work?

A7 You will be asked to leave immediately and obtain a test/self isolate as appropriate. Your immediate working area will need to be thoroughly cleaned before anyone else is permitted to use it.

Q8 Managers are responsible for ensuring enhanced cleaning regimes are adopted - what are they? A8 Corporate Estates have liaised with Cleaning Services and enhanced cleaning regimes have been agreed, managers need to check they are content with the regimes and request additional measures if required.

Q9 What are the cleaning procedures for deliveries to site?

A9 This depends upon specific site circumstances and the type of deliveries. Where possible, pre-determined knowledge of impending delivery which will assist in this process. Protective gloves and wipes may be used by recipients.

Q10 Who will inform Service Groups how many staff would be in a building/room/kitchen and toilet? A10 Corporate Estates will identify the maximum numbers in readiness for re-occupation.

Q11 Who will supply the new signage and equipment needed to re-occupy buildings?

A11 Corporate Estates have worked closely with Procurement colleagues and will be providing a pack of signs/equipment to Building Managers. Any additional signs required in the future can be obtained by contacting the Head of Operational Property.

Q12 Who is going to install the signage/equipment?

A12 Managers will be responsible for their 'spaces' and building managers will also have an over-arching responsibility. Corporate Estates staff will be available to assist wherever requested.

Q13 Will staff have to bring their own sanitiser/wipes to work?

A13 Sanitiser/wipes will be provided at relevant locations for example; receptions, entry/exit points, kitchens, printers, etc. All sanitiser wipes to be disposed of in clearly marked specific bins.

Q14 What if more than one person uses the same desk/workstation?

A14 Workstations/desks should be cleaned by the member of staff using it prior to commencing any work, and at the end of the working day. Cleaning materials will be provided in each office.

Where desks are shared, the most straightforward way of managing this would be to assign one workstation/desk to no more than two people, and label both the workstation/desk and chair with the name of the two allocated individuals. In this situation, the attendance of the two individuals who share a workstation/desk will need to be managed so that they do not attend the workplace at the same time. For such shared workstations/desks, the requirement for members of staff occupying the desk to clean at the outset and end of the working day should be very strictly adhered to.

Q15 How will I achieve and maintain the clear desk policy requirement?

A15 Upon request from a manager, appropriate numbers of recycling and confidential waste bags will be provided. Items left on desks at the end of the day should be cleared into bins for removal.

Q16 Have the buildings been suitably maintained during the period of closure?

A16 Routine statutory maintenance/testing and weekly checks have been undertaken to ensure compliance. Building managers must liaise with the Head of Corporate Maintenance prior to re-opening a building/site.

Q17 Will the ventilation system increase the risk of passing Covid-19?

A17 No, ventilation systems will be set to 'by-pass' which will ensure air is not re-circulated. Increasing the number of air changes in offices by opening windows will also reduce risks.

Q18 Will vending machines be in use?

A18 No

Q19 How will building opening and closing arrangements work with staggered staff arrival/departure time?

A19 Building opening and closing times will be amended if necessary by dialogue between building managers and the Head of Operational Property.

Q20 Will there be new first aid kits?

A20 First aid kits will be replaced at each location.

Q21 Will the hot desk sites still operate?

A21 All dedicated hot-desking areas will remain closed and not available for agile working.

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**Officer to contact:**