



# Keep Safe in the Office



**Desks** - sanitise before and after each use



**Ventilate** - keep windows open where possible in offices



**Social Distancing** - maintain 2m social distance wherever possible



**Face coverings** - must be worn in all communal areas



**Hands** - continue to wash/sanitise regularly



**Record** - all attendance in the office should be recorded



**Touchpoints** - clean down before and after use

More detailed guidance can be found on Staffnet+