

# Covid-19 Company Procedure

## Scope

To ensure a safe return to work strategy, this document details the arrangements in place for Cottons Chartered Accountants in order to manage and control the risks to staff from COVID-19 exposure in the workplace.

## Reference

This procedure details provides practical controls that that should be adopted in order to eliminate and control the risk of contracting and spreading the virus at places of work.

The Government's current stance with regards to "Staying Alert", what you can and cannot do and Social Distancing is attached below:

Government COVID19 Guidance: The following details the requirements of H.M. Governments industry sector guidance released on 11th May 2020: [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

## Risk Assessment

In-line with Government Guidance, Cottons Chartered Accountants has developed a COVID-19 Risk Assessment to ensure all activities in relation to work have been assessed. Suitable and sufficient controls have been implemented to prevent the transmission of COVID-19 within the workplace.

The Risk Assessment shall be shared with all employees and other necessary parties such as Contractors and Visitors to ensure that controls are understood and adhered to by all.

All staff have a responsibility to comply with all of the COVID-19 Risk Assessment's control measures.

## Practical Control Measures On-site

In terms of practical controls to manage Coronavirus exposure risks in the workplace, the following potential risk controls have been considered and adopted as detailed within the COVID-19 Risk Assessment.

### **Entrance/Reception Areas**

Hand sanitiser is available at the office reception area.

Touch pad sign in removed and replaced with manual signing in using a hand written register.

Specific Covid 19 Controls displayed at the entrance into the premises.

### **Toilets**

Soap and hand drying facilities are available

Hand Hygiene posters/signs on display in toilets and by sinks..

We will carry out regular checks to ensure hot water is running at sinks.

We will ensure there is adequate room to maintain social distancing.

### **Office Areas**

We will ensure that hand sanitiser is available.

Home working has been initiated for all that can work from home

All remaining workstations/desks are realigned to ensure social distancing is possible.

We will Implement clean desk policy to reduce personal items on desk.

### **Cleaning Regimes**

We ensure that enhanced cleaning regimes are put in place. Focussing on regular cleaning of all areas and touch/contact surfaces.

We ensure that sufficient cleaning products are available.

Frequent cleaning of objects and surfaces that are touched regularly such as door handles, printers, stair handrails, common area items.

Clearing of workspaces and removing waste and belongings from the work area at the end of the shift.

### **Canteens/Kitchens/Rest Areas**

Staggered break times are in place

Tables and seating spread out to maintain social distancing

All staff can use their work stations/desks to eat lunch

### **Entry and Exit from the building and movements within the building.**

Social distancing must be observed at entry points to the office and when walking around the offices.

Social distancing will be observed for all client meetings

### **PPE and Products**

The following PPE is available on site:

Sanitiser gel, Sanitiser wipes, Disinfectant, Soap.

## **Monitor and Review**

Cottons Chartered Accountants will continue to review up to date Government Guidelines and monitor arrangements within the workplace to ensure they are suitable and sufficient. Action will be taken if improvements are required. Any changes shall be communicated with the workforce.

## **Managing Visitors and Contractors**

Whilst social distancing of 2 meters remains enforced, external visitors to site are permitted only if social distancing can be maintained.

We will ensure that deliveries and maintenance work is scheduled and controlled to ensure social distancing and other relevant controls can be complied with.

For essential Contractor work, the Contractor shall be engaged with before the commencement of their work, to discuss their activities and the risks associated with it. Only Contractors who agree to adhere to Cottons Chartered Accountants COVID-19 arrangements shall be allowed on site.

## Communication and Engagement

Cottons Chartered Accountants endeavour to engage with the workforce at regular intervals and communicate any proposed changes.

Cottons Chartered Accountants have an open door policy and welcome feedback from their employees.

**Signed:**

---

**Printed Name:**

---

**Job Role:**

---

**Date:**

---

For further advice and guidance in the area of managing the effects of Coronavirus in your workplace please contact AHR Consultants.