



Working  
Away  
From  
Home

# General Working Away From Home

01

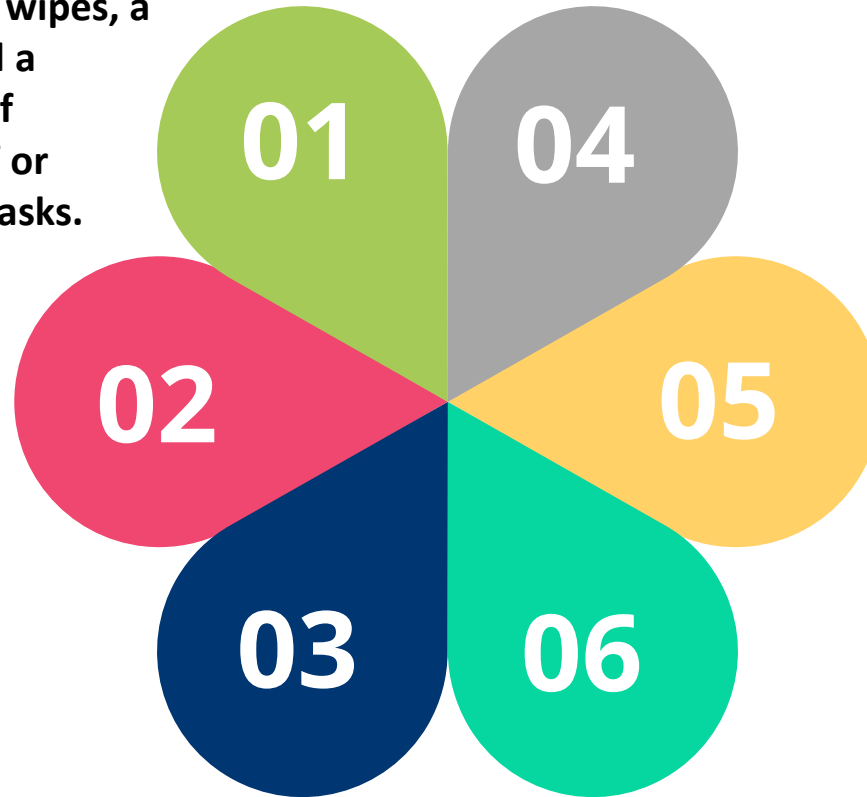
Be Prepared, have PPE, have the ability to sanitise with soap or detergent based products. Consider; detergent based anti-bacterial wipes, a flask of warm soapy water and a personal towel, several pairs of disposable gloves, a scarf, buff or snood or several disposable masks.

02

Maintain strict social distance (+2m) from others at all times and consider others and the risk you may pose to them without knowing

03

Consider PPE for actions like fuelling vehicles, entering other buildings.



04

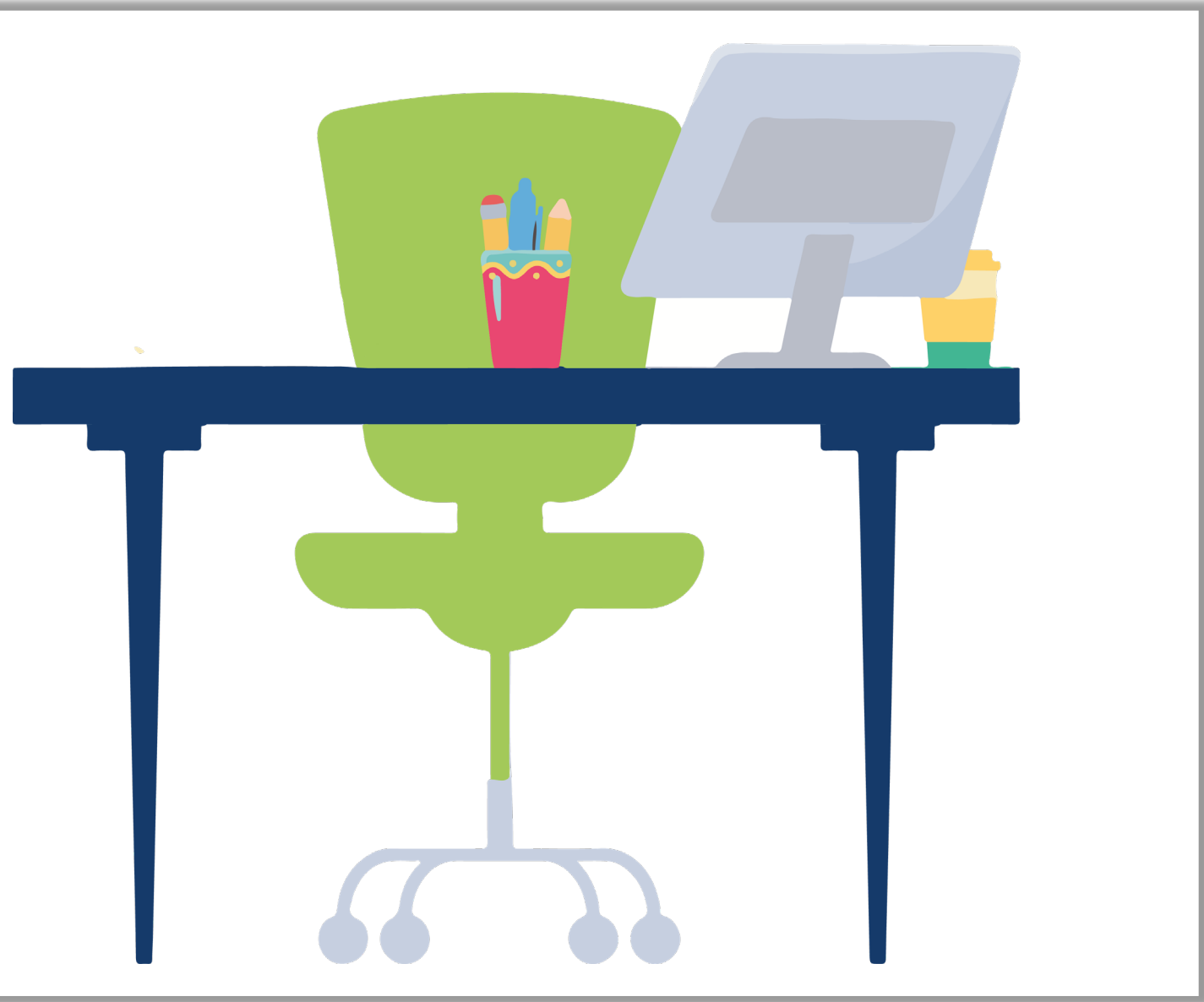
Wash your hands and forearms regularly for at least 20 seconds before leaving home or any other place and wash them again when you arrive at a clean safe place,

05

Do not share vehicles or use a vehicle that is not normally only used by you or your household until it is sanitised. Once in a vehicle that is known to be clean consider it a safe place and reserve PPE use for higher risk activity.

06

Use contactless payment methods and avoid handling cash.



SLH  
Office  
the “New  
Normal”

# New Office Environment

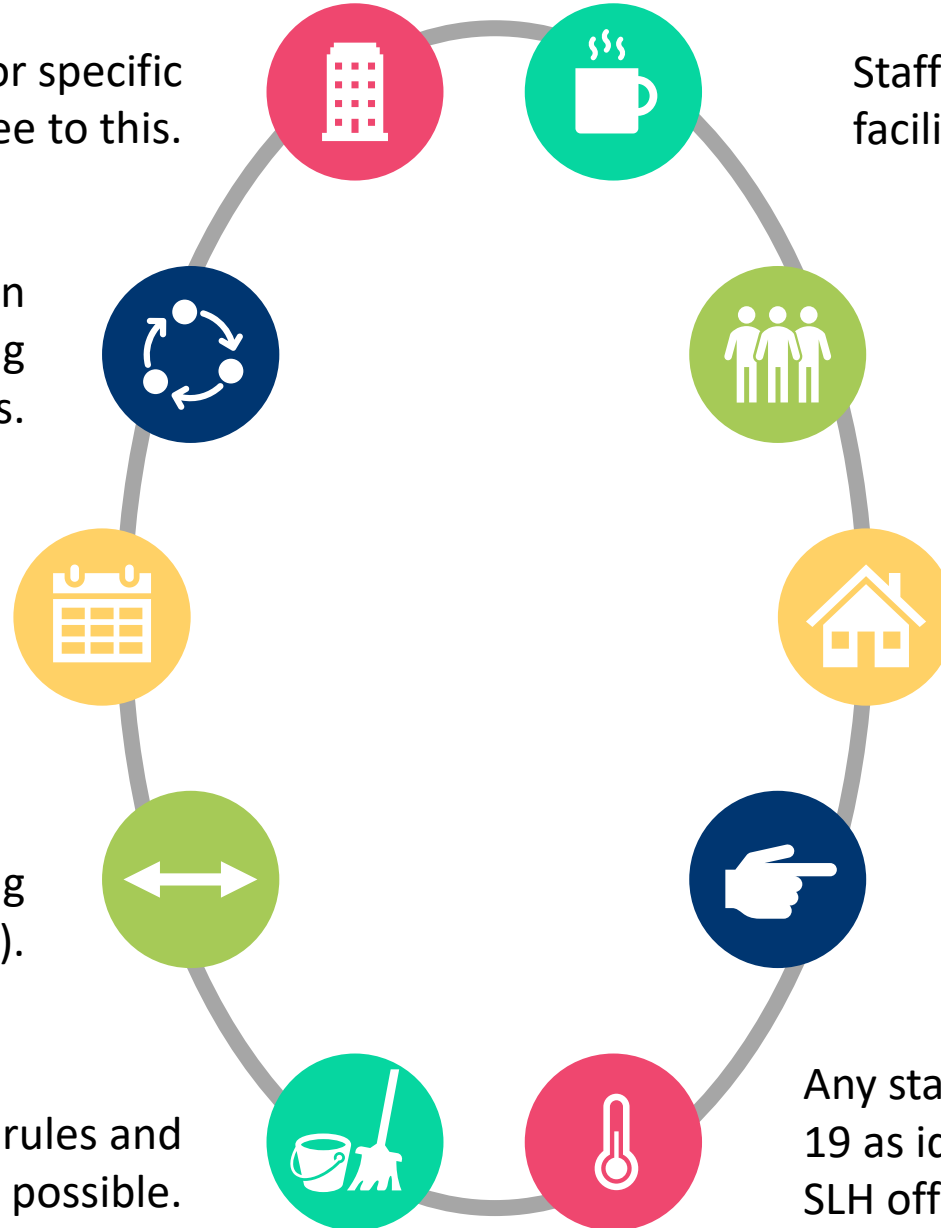
You can only work in an SLH office for specific tasks and you manager must agree to this.

To work in the office you must have an initial induction on the new working methods.

You will be required to book a workstation on Microsoft bookings.

You must observe social distancing measures at all times (+2m).

You must observe hygiene rules and cleans hands as frequently as possible.



Staff must not congregate in welfare facilities.

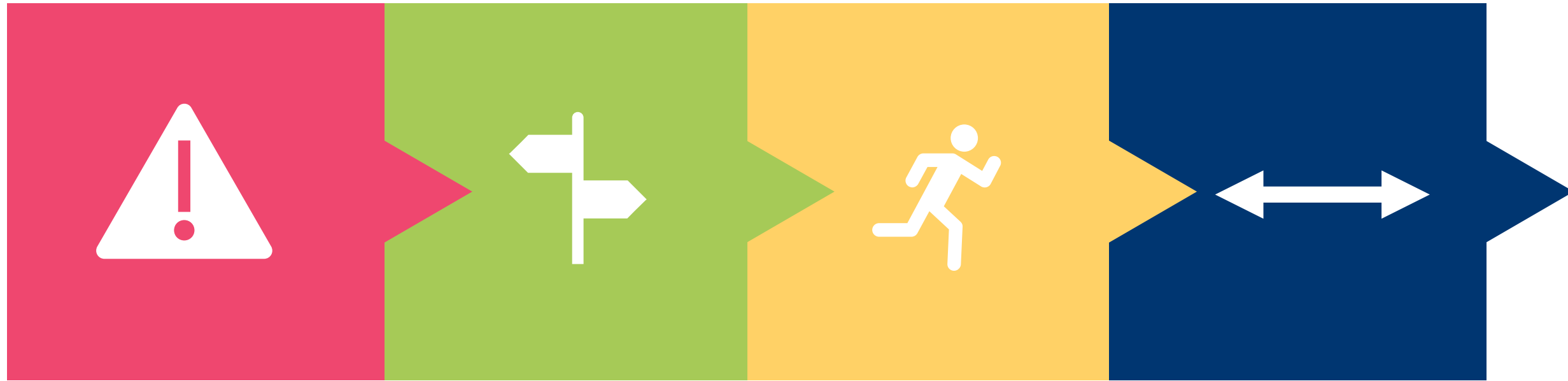
Staff must keep person to person interactions as brief as possible even at social distance.

You must leave the office when you can continue to work from home.

You must leave the office environment immediately if instructed to do so by a manager.

Any staff that have any symptoms of Covid 19 as identified by UK Gov must not attend a SLH office.

# Moving Around the Office



Be Alert and remember that you are not in the same place you remember and that some new risks exist.

You must be aware of the new environment and traffic routes. Observe the rules and the signage at all times.

You must be aware about other people whilst moving around the office and what you may come into contact with.

Maintain social distance, don't rush, SLH wants safe healthy staff first and productivity later.