

WELCOME!

WELCOME BACK TO THE WORKPLACE

It's good to have you back. For some of you it will be strange to be back in the workplace after working from home since lockdown began at the end of March. Things won't be quite back to normal as there are a few changes that we've had to make to ensure it is safe for you to return. You may find that the way you do your job has changed, and the layout of your workplace is different to take into account safe distancing and hygiene requirements. These have been put in place for your safety so do please make sure you follow any guidance including signs that are in place.

BEFORE YOU COME TO WORK

Feeling unwell

If you're feeling unwell and showing symptoms of coronavirus you should not come to work.

The symptoms are a new continuous cough and/or fever which may be accompanied by one or more of the following:

- headaches
- tiredness
- muscle ache
- respiratory symptoms besides cough such as a sore throat, blocked or runny nose
- gastro-intestinal symptoms can also be a feature of COVID 19 and these are more common in children than adults
- loss of smell and taste (in some cases this may be the only symptom present)

If you are experiencing any of the accompanying symptoms listed above, regardless of having a new continuous cough and / or fever and are concerned that you may have coronavirus you should call the helpline on 01534 445566.

Absence from work

If you are not able to come to work or you're unavailable for work for whatever reason you must inform your line manager straightaway (this includes agency and locum staff).

TRAVELLING TO AND LEAVING WORK

It's best to avoid travelling to work on the bus if you can. If you can't, then you may consider staggering your start time to avoid peak travel times. If you need flexibility to accommodate this then talk to your manager. Walking or cycling to work has the added benefit of keeping you fit. Also, you are not advised to car share at the present time.

If you cycle to work and shower when you arrive please make sure you leave the shower area clean and remove any personal items ready for the next person. You may need to stagger your shower time to avoid congestion. Do follow the guidance including any signs for using showers.

At the end of the day you may be asked to stagger your leaving time, again to avoid congestion at peak times.

WORKING DIFFERENTLY

Our default position during safe exit from lockdown has been that where possible staff should work from home, and only where necessary return to the workplace. You may be asked to continue to work from home, return full time to the office, attend work only on specified days or attend for certain reasons. This may well require you to work differently and more flexibly.

Your return to work will have been subject to a general risk assessment for COVID-19 and a risk assessment covering your work activities. Some individuals will also have a personal risk assessment. These should take into account your personal circumstances and you may be asked to work differently as we move towards safe exit. (If you disagree with the outcome of the risk assessment you and your manager should discuss this with your departmental HR Business Partner and Health and Safety Adviser to resolve any issues.) If you are required to use display screen equipment you will also be asked to complete a Healthy Working Risk Assessment.

STAYING SAFE WHILE WORKING

We recognise that this guidance may be different for colleagues working in Health and Community Services and other critical services, so always make sure that you follow any specific guidance which applies to the work activity you're carrying out, and where you're based. Always check and follow the guidance on gov.je.

Each workplace is required to put a COVID-19 Safety Plan in place for every workplace covering all the arrangements necessary to maintain safe distancing and hygiene. Make sure you familiarise yourself with arrangements for your place of work.

General

Make sure you are familiar with your departmental Covid-19 Safety Plan and have a Covid-19 Risk assessment:

- avoid sharing equipment where you can, but if you must, then clean it with sanitiser or wipes thoroughly after you've used it
- if a face-to-face meeting is unavoidable, minimise the meeting time, choose a large room and sit at a safe distance apart following the distancing guidelines currently in place
- avoid gathering with other colleagues in shared spaces including rest and welfare areas
- avoid person-to-person contact, such as shaking hands
- remember to wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so
- making sure you use hand sanitiser
- following the physical distancing guidance on gov.je.

Working in the office, workshops, etc

If you're working in the office, or other workplaces:

- Ensure wider separation between you and other colleagues in the workplace (other than where health and safety requires you to work next to each other). This includes:
 - using alternate desks (maintaining one desk free between people)
 - holding meetings where participants are a safe distance apart following the distancing guidelines currently in place
 - observing any one-way systems or other measures put in place in your building to limit contact in corridors and stairways while maintaining the necessary distance
 - limiting your movement between floors in your building, where possible, to avoid contact between teams
 - implementing team meetings by phone or virtually if possible
 - avoiding sharing equipment where you can, but if you must, then clean it with sanitiser or wipes thoroughly after you've used it
 - not gathering with other colleagues
 - avoiding person-to-person contact, such as shaking hands
 - remembering to wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so
 - making sure you use hand sanitiser
 - bring your own food to work and even though it's nice to do, don't share cakes and sweets, etc
 - use kitchen facilities one at a time to avoid bottlenecks
 - only keep food in fridges if it's really necessary and only for the day you're going to eat it
 - try to avoid squeezing past others in narrow corridors
 - wash your hands before and after you use the toilet and don't congregate in toilets
 - following the physical distancing guidance on gov.je.
- If another team will be using your workstation or equipment after you leave or on the following day, make sure you clean thoroughly before you leave.

Working from home

When you're working at home:

- You should follow the guidance on homeworking on [MyStates](#) and:
 - wash your hands more often than usual with soap and water for at least 20 seconds particularly after coughing, sneezing and blowing your nose
 - cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
 - put used tissues in the bin straightaway and wash your hands afterwards
 - keep horizontal surfaces and touch points (like light switches) clean
 - not touch your eyes, nose or mouth if your hands are not clean.

Working out and about

If you're working out and about around the Island:

- You should follow social distancing guidelines:
 - reduce contact with people as much as you can
 - ensure wider separation between you and other colleagues in the workplace (other than where health and safety requires you to work next to each other).
 - keep a safe distance apart following the distancing guidelines currently in place between you and other people
 - make sure you have a risk assessment which covers the work activity you're undertaking (you can find templates for risk assessments on [MyStates](#)) and that you follow control measures put in place for your safety
 - wash your hands more often than usual with soap and water for at least 20 seconds particularly after coughing, sneezing and blowing your nose. If you can't wash your hands frequently, use a hand sanitiser and wash your hands with soap and water as soon as you can
 - cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Make sure you wipe down any surfaces or equipment shared with, and likely to be touched by other people, with wipes or sanitiser.
- If you are using a GoJ vehicle follow recommended clean down procedures after you've finished your journey.

WHAT TO DO IF YOU FALL ILL AT WORK

Every building is required to have a room where you can go while waiting for someone to take you home, if you feel unwell at work particularly if you have symptoms of coronavirus. You should go to the designated room and you should inform your manager as soon as you can. You should avoid travelling on buses or taxis. It's also helpful if you can keep a check on who you have been in contact with. If you do develop COVID-19 we need to keep track of your contacts.

EMERGENCY ARRANGEMENTS (FIRE, FIRST AID)

The emergency arrangements, e.g. if you have to evacuate the building in case of fire, haven't changed you will still need to leave the building you are in by the nearest exit as you are not expected to follow the one-way system when you need to get out quickly.

As fewer staff will be back in work your nearest first aider may be located in a different area.

WELLBEING

Your wellbeing is important to us. If you feel stressed or generally struggling then do speak to your line manager, one of the mental health first aiders, wellbeing@gov.ie or contact the AXA BeSupported helpline (see below). There is always someone you can talk to. Further information about wellbeing can be found in the employee wellbeing information pack which can be accessed [here](#).

AXA BeSupported

- The BeSupported helpline is available 24/7 on 0800 072 7072
- You can also find help online if you prefer not to call: axabesupported.co.uk.

Username: governmentofjersey

Password: supported

Financial support

If you're experiencing any financial problems, please contact your bank or building society as soon as you can. You should contact the utility companies (JT, Jersey Water, Jersey Electricity) if you have difficulties paying bills.

In addition, Lloyds Bank offer the following service: 1-2-1 financial wellbeing via telephone call WebEx, e-mail: jason.lewis@lloydsbankinternational.com to arrange a 1-2-1 session at a convenient time to suit you. Please note: you do not need to bank with Lloyds or hold an account with them to use this service.