



COVID-19 Code of Conduct

All employees or volunteers working or volunteering in Sanford House are required to read and adhere to the Code of Conduct to help manage the risk and spread of infection for themselves, families and colleagues.

Social Distancing:

- Stay at least 1 metres plus apart from others when working in shared spaces in the building including stairs and corridors.
- Follow the one- way direction on stairs using the stairs from the staff entrance or by citizens advice for getting upstairs and the staircase which comes down into the lobby by the main conference room to come downstairs.
- Respect the restriction for one person at a time in shared washrooms, using disabled facilities for any urgent needs.
- Respect the restrictions for one person at a time in shared kitchen areas
- Avoid social physical contact with others such as handshakes
- Avoid non- essential workplace gatherings

Hygiene:

- Regularly wash hands for 20 seconds with soap and water.
- If a tissue is not available, sneeze or cough into your elbow rather than into your hand.
- Avoid touching surfaces that may have been touched by others when possible
- Bring your own food to work and use only your cup.
- Only make your own drinks – don't make drinks for others
- Use the antibacterial wipes available in shared kitchen areas to wipe areas you have touched after use.
- Wash up after yourself – do not leave dishes for others or in sinks.
- Wipe down your personal workspace every day
- Avoid touching your eyes, face or mouth

Health:

- Be clear on COVID-19 Symptoms:
 - High Temperature
 - New, continuous cough
 - Loss of change to your sense of smell or taste
- If you or a member of your family is symptomatic, stay at home, self-isolate, follow government guidelines and your employer's sickness absence policy
- Notify any positive testing of COVID-19 immediately to your employer and VAS.