



OPCC COVID SAFETY GUIDANCE

FOR STAFF VISITING OR WORKING IN THE OPCC / VICTIM LINCS OFFICES

As an interim measure until the OPCC offices can be fully opened to staff and visitors we have Covid safety measures to help create a safer working environment for those that need to visit or temporarily work from our offices.

Links to further useful guidance and the Covid risk assessments we have completed for our offices can be found on our Covid safety webpage on the OPCC Website via this link: <https://lincolnshire-pcc.gov.uk/transparency/covid-19-guidance/>

Please read and follow the guidance provided below:

If you need to visit or work from the main OPCC office,

- You first need to seek approval for your visit to the office from your line manager – a workspace will need to be booked using the new ‘Outlook calendar’ set-up specifically to manage available office spaces. (The Victim Lincs office will operate a separate rota system).
- This calendar will allow you to plan-ahead to ensure space is available when you need it.
- See the separate guidance on how to book a workspace.
- There is a maximum occupancy number for each office - these must not be exceeded
 - Victim Lincs office – 4 people
 - Main OPCC office – 10 people
 - Main OPCC meeting room – 6 people
 - Marc Jones office – 4 peopleReminder notices appear on the entrance to each of these rooms.

The following general guidance must be adhered to when working / visiting the OPCC offices:

- A Mask or protective face covering should be worn in all communal areas of the HQ and OPCC offices including when moving around the corridors and office spaces.
- 2 metres Social distancing must be maintained wherever possible – in exceptional circumstances where this is not possible then one metre distance can be allowed if the individuals involved are wearing a facemask – this reduced distance should be used for the shortest period of time practical.
- All external visitors to the OPCC / VL offices should have our Covid Guidance provided to them – preferably in advance via email, the OPCC Covid webpage via this link <https://lincolnshire-pcc.gov.uk/transparency/covid-19-guidance/> , or on arrival.
- You must not make drinks or prepare food for other OPCC staff or visitors – However visitors can use the main canteen or make themselves a drink using our kitchen facilities.
- PPE is available in each office (face masks / gloves) for extraordinary / emergency circumstances, where social distancing is not possible or when your own personal PPE is not available).
- Hand sanitiser and wipes are available at the entrance to all offices and throughout the office spaces for use during your visit – please use them, particularly when first arriving or returning to the office during your visit.
- Please wash / sanitise your hands frequently



- Wherever possible all offices should be well ventilated – windows opened to encourage the circulation of fresh air.

Using a workstation

You should:

Leave one workstation Gap between you and the person sitting at the side of you AND

Sit diagonally opposite the person facing you on a workstation island

You must not:

sit directly facing someone working on the same workstation island OR

Sit at the side of someone working on the same workstation island

Plus

- Please use your own office chair and 'usual' workspace whenever possible
- Wipe down your workstation before you start work and before you leave at the end of your visit – pay particular attention to all shared contact surfaces e.g. phone, keyboard, mouse and desk / chair arms etc

Thank you for your understanding and cooperation in following the above guidance – it will help to keep us all safe.

We need to remain cautious and we will continue to review our approach as things develop and any new national guidance comes into effect.

Please also refer to the latest version of the Joint (Force / OPCC) Covid guidance for staff and managers – available on the Intranet -

<http://intranet/Interact/Pages/Content/Document.aspx?id=6832>

OPCC Covid Safety Pack

This guidance document forms part of an OPCC Covid safety guidance pack which also includes.

- Joint (force / OPCC) Covid Guidance for Managers and Staff
- Office Covid checklist – for internal use, to check appropriate precautions are in place
- External visitor guidance – also available to download from our website.

If you have any questions about any aspect of using the OPCC offices, please speak to your line manager in the first instance.