

COVID-19 – Coming to and leaving work

Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.

Steps that will usually be needed:



- Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.



- Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.



- Limiting passengers in corporate vehicles e.g. work minibuses. This could include leaving seats empty.



- Reducing congestion e.g. by having more entry points to the workplace.



- Using markings and introducing one-way flow at entry/exit points.



- Providing handwashing facilities (or hand sanitiser where not possible) at entry/exit points.



- Providing alternatives to touch-based security devices such as keypads.



- Defining process alternatives for entry/exit points where appropriate e.g. deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.