

「Glandore」

A GUIDE TO KEEPING YOUR WORKSPACE SAFE

Navigating Your Return to the Office in the Safest Way Possible!

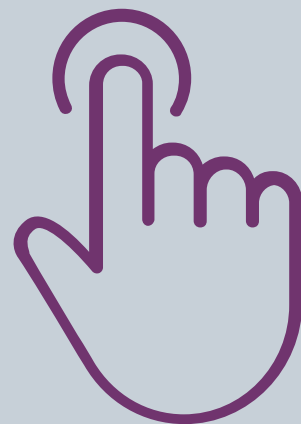


6 Steps to Post Covid-19 Success

**Prepare Your
Office for Your
Teams**



**Reduce
Touchpoints in
Your Office**

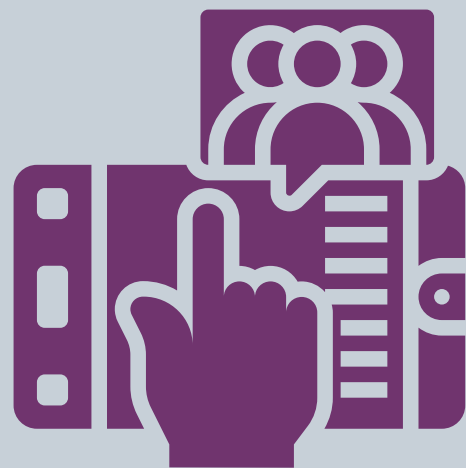


**Have a Social
Distancing Plan**

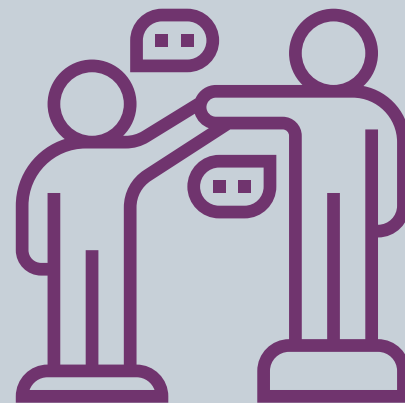


Glandore

**Prepare Your
Staff & Teams**



**Communicate
Clearly with Your
Colleagues**



**Encourage Good
Hygiene**



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Glandore 2-Metre Guide

2 Metre Facility: Have a trained employee who advises on and operationally ensures an optimally functioning and safe facility environment.

2 Metre Quick Scan: Scan the surrounding area and ensure that you are 2 metres or more from the nearest person at all times and where possible.

2 Metre Workstation: Work with your managers and colleagues to create a 2 metre per person workspace.

2 Metre Rules: Adhere to the rules and guidelines outlined in this document for the safety of you and your colleagues.

2 Metre Routing: Follow the visual displays and signage in all Glandore buildings and offices.



Continuity Planning & Actions

1. **Preventative Cleaning Protocols:** There will be increased and strict cleaning protocols in place in all of the Glandore buildings to ensure maximum safety for all. All regular touch points will be cleaned and disinfected regularly.
2. **Queuing System:** This will be implemented in the reception areas of all Glandore buildings should the need arise. Please ensure that you adhere to any and all instructions provided when moving through our reception areas.
3. **Visitors:** We request that our members restrict visitors as much as possible. If visitors are expected please inform Glandore in advance and pre-register your guest on the Glandore Portal. All visitors will be asked to submit full names and contact details for contact tracing purposes.
4. **Protective Screens:** All of our reception desks are fitted with Protective Perspex Screens for the safety of the employees of our member businesses and of our own Glandore employees. Where possible virtual receptions are also in place.
5. **Temperature Checking:** Detection devices will be set up in our reception area's for temperature testing to ensure your safety.
6. **Personal Hygiene:** Sanitising stations are set up at all our entry and exit points, in meeting rooms and along corridors in each of our buildings.
7. **Lift Access:** Signage and social distance floor and wall markings will guide you to the lifts and/or stairs in each building. There will be a restriction on people using lifts in each of the buildings, max. 1 person per lift car. We encourage those that can to take the stairs.
8. **One-Way System:** There will be a one-way system in place where possible in each of the Glandore buildings to ensure safety and limited interactions. For areas that do not operate a one way system, please wait until the corridor is clear before moving through
9. **Toilets:** To accomodate social distancing, toilets will be restricted to 1 person or in certain locations, 2 people at any one time. Please check signage before entering.
10. **Tea Stations:** Access limited to allow for social distancing. We advise that members bring their own crockery, cutlery and glassware for use in the tea stations and to be stored in pedestals when not in use. Glandore will not provide crockery, cutlery and/or glassware to ensure your safety.



Glandore Covid-19 Hygiene Guide

THERE IS NO STRENGTH WITHOUT UNITY

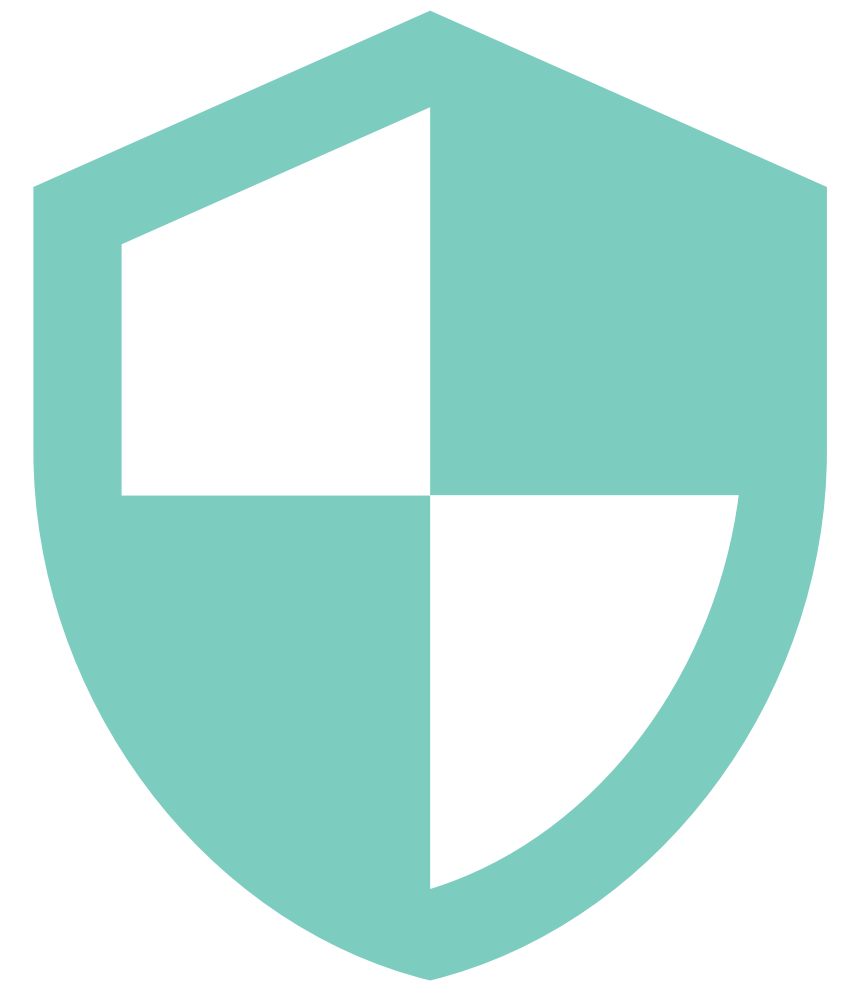
- Virtual hugs stop the bugs.
- Cough and sneeze into your sleeve.
- Keep a distance of 2-Metres or more from your colleagues.
- Wear a mask when and where possible.
- Carry hand-sanitiser at all times and use after each point of contact.
- Use hand-sanitiser provided in reception areas.
- Keep hand-sanitiser in your office and at your desks.
- Wash your hands as often as possible and for 20 seconds or more.
- Maintain a clean desk policy - Clean your desk at the end of every day.
- Avoid touching your eyes, nose and mouth where possible.
- Avoid crowded places where possible.
- When in Clubrooms and Tea Stations adhere to the 6 foot rule.
- Pay attention to signage and guides on distancing and hygiene.



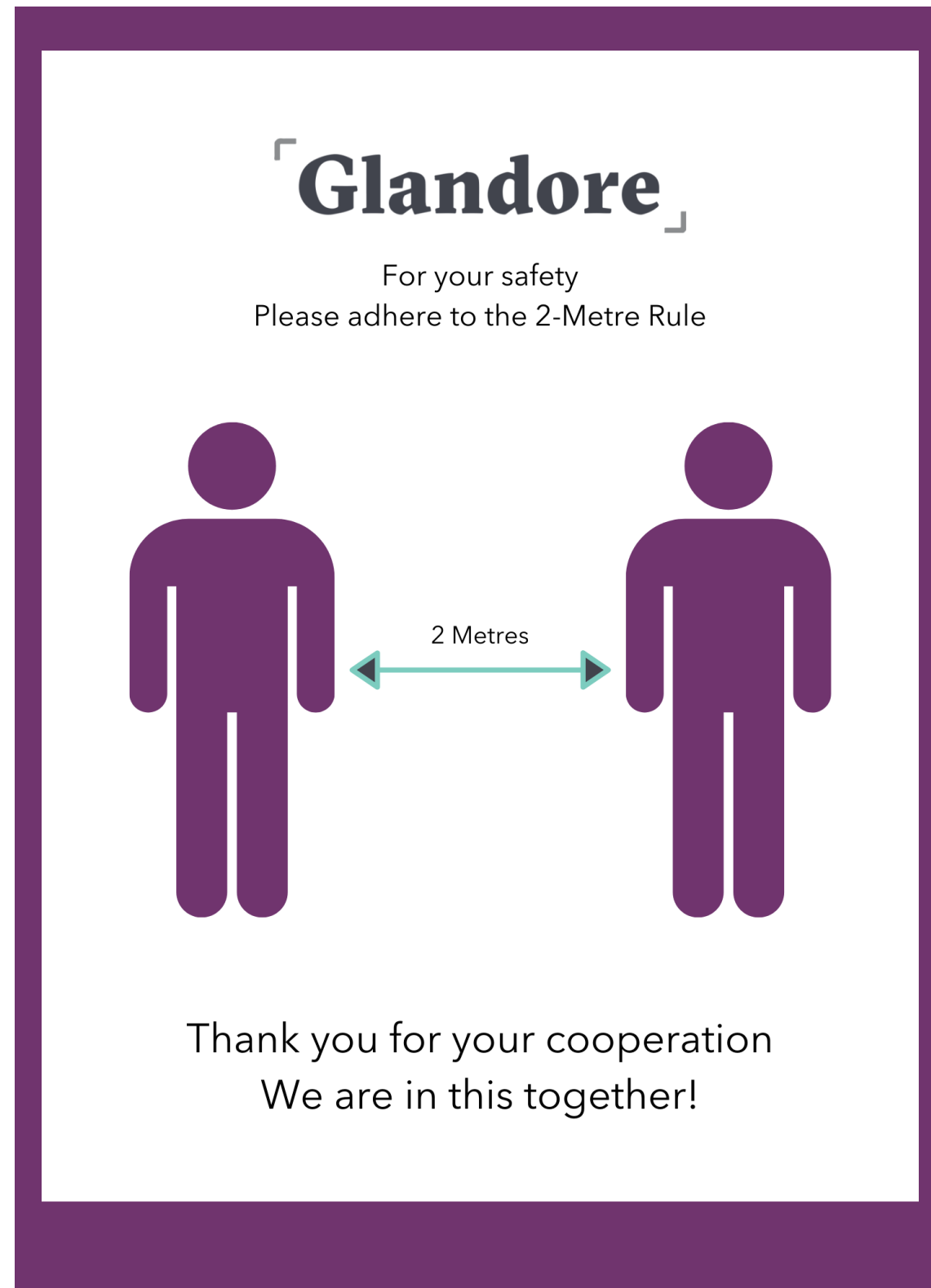
Your Procedure for a Suspected or Confirmed Case

The following procedure outlines Glandore's response to a suspected/confirmed case of Covid-19 amongst our members:

- It is important that should a member feel unwell, they stay at home and avoid coming into Glandore buildings.
- Should a member start to feel unwell while at work, they must inform their Manager/H&W Officer, who in turn should inform Glandore immediately. Glandore will endeavor to assist the H&W Officer in making any necessary transport arrangements for the unwell member.
- Should there be a delay in arranging transportation, Glandore can provide a temporary isolation space for the member to wait. PPE can be made available to the member for their and others safety.
- Should the Local Health Authority require assistance in contact tracing, Glandore will endeavor to help, as best we can, to ensure the H&W Officer has as much information as we can provide.
- In the instance of a confirmed Covid-19 case at Glandore, we will consult the Local Health Authority and follow their advice and protocols prior to informing other members.
- Glandore's Housekeeping Team will immediately initiate a full deep clean and disinfection of the member's desk, and office. It is important that all members follow Glandore's 'Clean Desk Policy' in order for this cleaning to be effective and for Glandore to ensure the safety of other members.
- Chairs will be disinfected and then wrapped in plastic should there be a suspected case or an instance of a confirmed case.



Safety Signage - Please Adhere to All



"Ní Neart Go Cur Le Chéile"

There Is No Strength Without Unity

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