



Covid-19 Information

Return to Work : Birmingham Office

1. I understand that I am not to attend the office if I, or any persons with whom I cohabit, are displaying any symptoms of Covid-19, and that I must self-isolate immediately
 - New Continuous Cough
 - Temperature over 37.8 Degrees
 - Loss or Change to Taste or Smell

2. I understand that if I, or any persons with which I cohabit, are displaying any of the symptoms above that I am to report it immediately to a Director or Amanda Henson

3. I have a medical condition which defines my health status as '*Clinically Vulnerable*' or '*Clinically Extremely Vulnerable*' in relation to Covid-19 and have declared this. Please enter N/A if this does not apply to you.

4. I understand that I must use my swipe card to access / exit the office and that I must report into the following on a daily basis;
 - Office Admin - General Attendance WhereaboutsI understand that if I am Working from Home / on Site on any day then I must also report into the following on each day that I am not in the office;
 - Amanda Henson - Covid-19 Health QuestionnaireThis will help us manage contact tracing should there be any Covid-19 cases within our workforce

5. I understand that I must observe, and abide by, the landlord rules for building access and egress

6. I understand that my permanent desk / workstation may not be available and that all desks marked 'Do Not Use' must be left clear at all times. In addition I understand that the Revit workstations are to be used by the assigned Revit Engineers and Design personnel only

7. I understand that DBS will be operating a 'Clear Desk Policy' and that all items are to be removed from my desk before I leave each evening to allow my desk to be cleaned

8. I understand that I am to use the toilet facilities as directed by the landlord.

9. I understand that I am to use the following doors to access / exit the office
 - Entrance - Rear Office Door
 - Exit - Front Office Door

10. I understand that hand sanitiser, soap and antibacterial wipes are available throughout the office for my use. Regular cleaning of all surfaces and hands is actively encouraged.

11. I understand that movement around the office should be restricted to essential purposes only utilising the one-way system.

12. I understand that meeting rooms can be used for adhoc break out meetings and as workstations if required, occupancy levels must be observed as dictated by office plans at all times. If using the meeting spaces, please check any prior bookings.



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13. I understand that visitors are wholly discouraged until further notice. However, if there is a valid reason that a visitor must attend, I understand that I must gain permission from a Director in advance.

All Visitors Must;

- Confirm that neither they, or anyone with whom they cohabit, are displaying any symptoms of Covid-19 **before** entering the office
- Sign in / out with Reception
- Adhere to all office procedures including, but not limited to, handwashing, hand sanitiser, one-way systems and social distancing

14. I confirm that I have viewed, and understand, the Covid-19 B+K Offices and Premises Induction - <https://vimeo.com/425942936/3cda2fcaa0>

15. I confirm that I have been provided with the DBS Covid-19 Pocket card and have read and understood the contents.

16. I understand the cleanliness of the office, and the welfare of those working within it, is the responsibility of us all and I agree that if I have any concerns I will raise them immediately with my Line Manager or a Director

17. Any other comments:

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By signing below I agree that I understand the protocols and procedures that have been put in place and I am happy to work from the Birmingham Office.

Name:

Signed:

Date:

Line Managers Signature:

Name:

Signed:

*Please note that Covid-19 is an ever-changing situation therefore updates to this induction will be issued when available.