

AFME COVID-19: Risk Assessment

Assessment carried out by: **Beverley Vince (HR & Operations Director)**

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Hazard	Who might be affected?	Guidance on potential control measures	Control measures to be implemented
Employees who are (or may be) infected with COVID-19 coming to site and transmitting the infection to others	All employees and visitors to site	<p>Individuals who are advised to self-isolate must not travel or attend the workplace. This includes:</p> <ul style="list-style-type: none"> (i) individuals who have symptoms of COVID-19; (ii) as well as those who live in a household or are in a support bubble with someone who has symptoms; (iii) those who are advised to self-isolate as part of the government's test and trace service. <p>Further information is available Click here.</p> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • Regular communication with employees to remind them not to visit the office if they are within any of the categories identified above (i.e. if they have symptoms of COVID-19; if they live with, or are in a support bubble with, someone with symptoms; and/or if they have been advised to self-isolate as part of the test and trace service). • Placing posters at the building entrances repeating the message that individuals within any of these categories should not enter the building. • Temperature checks are not currently part of the government guidance. We understand they may be ineffective because an individual may be infectious before they display an elevated temperature. If this measure is to be put into effect, consideration will have to be given to how temperature checks can be taken without compromising social 	<ul style="list-style-type: none"> • If you are exhibiting signs of illness or feeling unwell, seek advice from your GP or an appropriate health specialist. If you are advised to stay at home, you should not attend work until your symptoms have cleared and you feel well enough to return. We advise you to follow the advice from your relevant public health body about how to obtain an initial assessment of your symptoms and further advice. DO NOT come to the office if you are unwell. • If you become unwell you should inform the HR team at people@afme.eu and your line manager. • Temperature checks will not be carried out on site, but contactless thermometers are available in the office First Aid boxes. Prior to a voluntary temperature check being undertaken, individuals should ensure they use the appropriate PPE i.e. face covering and disposable gloves. • If you become unwell at work, you should tell your manager and/or HR immediately and go home. Avoid touching anything, cough or sneeze into a tissue and put it in a bin, if you do not have tissues, cough, and sneeze into the crook of your elbow. Avoid using communal facilities if possible and use your own mobile to call your country's medical helpline. • If you need to ask for help, stay social distant away from other people. Inform the HR team at people@afme.eu and/or the Office Manager who will identify a meeting room where you can self-isolate. Arrangements will be made for you to receive

		<p>distancing (or, if that is not possible, whether the risk can be mitigated adequately). NOTE: data privacy issues may arise. A Data Privacy Impact Assessment should be carried out.</p> <ul style="list-style-type: none"> • If an employee is taken ill whilst at work, they should be isolated and instructed to return home safely if possible and/or provided with medical attention if required. • A small meeting room should be identified and converted into a nursing / isolation station for such an individual, with appropriate care facilities and restricted access. • Where an infected (or potentially infected) individual has attended site, the areas they have been in should be deep cleaned and individuals with whom they have come into contact should be traced and notified. • Employers should maintain up to date contact information (including emergency contacts) for all employees to assist in tracing and notification. • Employers should also monitor who is in the office to assist with tracing and notification. Where employers operate a staff shift pattern, they should keep a temporary record of shift patterns for 21 days in order to assist the test and trace service. <p>NOTE: data privacy issues may arise in relation to tracing / notification. A Data Privacy Impact Assessment should be carried out.</p>	<p>immediate medical assistance or for your safe return home.</p> <ul style="list-style-type: none"> • The office premises are cleaned thoroughly at the end of each working day by professional contract cleaners. If someone on site falls ill a deep clean of the premises will be undertaken. • AFME keep an up to date employee contact list as part of our business continuity plans. HR also keep employee personal and emergency contact details. If the office is required to close to facilitate additional cleaning, you will be contacted via the BCP notification system. • Project Restart collate office attendance data for all employees and if an individual is identified as suffering from coronavirus we will personally notify all employees and/or colleagues who may have come into contact with the individual. We will also inform all staff. However, we will do our very best not to identify individuals and will only provide the information necessary. Under data protection law, personal data concerning health is 'special category data'.
Clinically extremely vulnerable /	Employees / site visitors / their family members	Government guidance is that: -	<ul style="list-style-type: none"> • HR have conducted a confidential questionnaire of all employees which identifies individuals that are

clinically vulnerable individuals coming to site and being exposed to risk of infection from others	in the clinically extremely vulnerable and/or clinically vulnerable categories	<ul style="list-style-type: none"> Clinically extremely vulnerable individuals should not come into the office. Clinically vulnerable individuals should not come into the office if this can be avoided. Any employees who live with clinically vulnerable or clinically extremely vulnerable individuals should not come to the office if this can be avoided. Possible additional control measures include: - Regular communication with employees to remind them not to visit the office if they, or someone they live with, is clinically vulnerable or clinically extremely vulnerable. Emailing scheduled visitors advising them not to visit the office if they are within these categories. Placing posters at the building entrances repeating the message that individuals in these categories should not enter the building. 	<p>clinically extremely vulnerable/vulnerable and/or that identifies individuals who live with clinically vulnerable or extremely vulnerable individuals.</p> <ul style="list-style-type: none"> HR will update 'vulnerable' data that is held on a regular basis, but employees are asked to ensure that all changes in personal circumstances are reported to HR immediately. Currently there is no requirement for vulnerable employees or those living with vulnerable individuals to attend the office.
Transmission of COVID-19 between employees and site visitors	All employees and site visitors	<p>Government guidance requires employers to <i>"minimise the number of unnecessary visits to offices"</i> and to make sure visitors <i>"understand what they need to do to maintain safety"</i>.</p> <p>Employers should consider: -</p> <ul style="list-style-type: none"> <i>"Encouraging visits via remote connection / working where this is an option."</i> <i>"Limiting the number of visitors at any one time."</i> <i>"Limiting visitor times to a specific window and restricting access to required visitors only."</i> <i>"Maintaining record of all visitors, if this is practical."</i> <i>"Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the premises."</i> 	<ul style="list-style-type: none"> Where contractors are required to be on site to carry out essential maintenance, visits will be scheduled outside of office working hours. All contractors should be pre-registered with Citi security and will be required to follow all security protocols with regards to social distancing and hygiene.

		<ul style="list-style-type: none"> • <i>"Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen at receptions."</i> • <i>"Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired."</i> • <i>"Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors."</i> • <i>"Reviewing entry and exit routes for visitors and contractors to minimise contact with other people."</i> • <i>"Informing visitors that they should be prepared to remove face coverings if asked to do so by police officers and staff for the purposes of identification."</i> • <i>"Ensuring information provided to visitors, such as advice on the location or size of queues, does not compromise their safety."</i> 	
Employees being exposed to COVID-19 whilst travelling to work	All employees	<p>Government guidance is that employers should consider: -</p> <ul style="list-style-type: none"> • <i>"Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible".</i> This is to help employees avoid using public transport where social distancing is inevitably more difficult than when driving, walking, or cycling. <p>Whilst an employer's risk assessment cannot address the hazards posed by public transport, employers should remind their employees (i) that they must adhere to all legal requirements when using public transport (including the use of face coverings); and (ii) that they should <i>"see government guidance on travelling to and from work"</i>.</p>	<ul style="list-style-type: none"> • As part of the AFME Flexible Working policy employees have the option to flex their start and finish times between the hours of 08.00 and 18.00, in agreement with their line manager. If you require additional flexible options to the start or end of your day please discuss this with your line manager, in the first instance. • AFME have one car parking space in the Citi building which is available to all employees. This should be booked in advance using the office booking form on Resource Central and will be allocated on a first come, first served basis. There are other public car parks available at Waitrose and Jubilee Place.

		<p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • Staggering arrival and departure times so employees can travel during quieter periods. • Encourage walking / cycling. 	<ul style="list-style-type: none"> • Employees who wish to cycle to the office do not have to pre-book a bike space in the Citi building. Prior to using the facility, you are required to register your bike and will be provided with a security tag. This should be attached to your bike and allows automatic entry, indefinitely.
Transmission of COVID-19 between individuals in the car park and bike rack areas	Employees / site visitors who drive/cycle to site	<p>Government guidance encourages employers to provide <i>"additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible"</i>. Enlarging bike rack areas should make it easier for people to maintain social distancing whilst in those areas (as well as increasing capacity). Expanding car parking areas if possible (this should allow more people to drive to site, and thereby avoid public transport, and help to reduce congestion in car parking areas).</p> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • Staggering arrival and departure times to reduce congestion in bike rack areas and reduce congestion in car parks. • Expanding car parking and bike rack areas if possible (this should allow more people to drive/cycle to site, and thereby avoid public transport, and help to reduce congestion in car parking areas). • Implementing a pre-booking scheme to reduce to a manageable level the number of people attempting to use car parks and bike racks at any given time. • Installing floor markings and/or signage to assist with social distancing (e.g. by creating a one-way system and showing the distance that should be maintained whilst walking through the system). 	<ul style="list-style-type: none"> • A one-way system has been put in place, and floor markings and signage have been installed in the Citi basement, to maintain social distancing for both car park and cycle users. It is a requirement that you adhere to the rules in place if you wish to use the facilities. • Shower and changing facilities are available in the basement close to the bike racks, in addition to the AFME shower facilities on the 39th floor. It is a requirement that you adhere to the social distancing rules in place if you wish to use the facilities. Please take note of the new protocols outlined on the facility signage.

		It will be particularly important to work collaboratively with landlords and other tenants where bike rack facilities are shared.	
Transmission of COVID-19 via contaminated surfaces	All employees and visitors to site	<p>Government guidance requires employers to "<i>keep the workplace clean and prevent transmission by touching contaminated surfaces</i>". Employers should consider: -</p> <p><u>Cleaning site before return to work</u></p> <ul style="list-style-type: none"> • "<i>An assessment for all sites, or parts of sites, that have been closed, before restarting work.</i>" • "<i>Carrying out cleaning procedures and providing hand sanitiser before restarting work.</i>" • "<i>Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</i>" • "<i>Most air conditioning system do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.</i>" <p>(Some of these items relate to cleaning of air rather than surfaces but they are included here for ease of reference).</p> <p>Note that specialist guidance is available in relation to air conditioning systems. See for example guidance on building services provided by the Federation of European Heating, Ventilation and Air Conditioning Associations (click here).</p> <p><u>Ongoing cleaning after return to work</u></p> <ul style="list-style-type: none"> • "<i>Maintaining good ventilation in the work environment. For example, opening windows and doors frequently, where possible.</i>" 	<ul style="list-style-type: none"> • On both entering and exiting lockdown the AFME professional contract cleaners carried out an office deep clean. • The office premises are cleaned after each working day by professional contract cleaners. • There is a newly installed sanitising station on entry to the AFME demise in the Reception area, and all employees are required to sanitise their hands, on arrival. • All desk surfaces will be cleaned daily but cleaners are not permitted to move desk papers therefore please ensure that your desk is clear of documents at the close of each day. • AFME also provide each employee with antibacterial wipes for additional workstation cleaning. • Employees are not permitted to use personal waste receptacles at their workstation. All waste should be placed directly into the appropriate bins provided. • All high touch points in communal areas, including lift lobbies and bathroom facilities are cleaned by Citi every two hours. • The building ventilation systems have been serviced and conform to all health & safety criteria.

		<ul style="list-style-type: none"> • <i>"Frequent cleaning of work areas and equipment between uses, using your usual cleaning products."</i> • <i>"Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate safe disposal arrangements."</i> • <i>"Clearing workspaces and removing waste and belongings from the work area at the end of a shift."</i> • <i>"Limiting or restricting use of high-touch items and equipment for example, printers or whiteboards".</i> Other high touch items not listed in the guidance may include photocopiers, staplers / hole punches, tea / coffee making equipment etc. • <i>"If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</i> • <i>"Enhancing cleaning for busy areas."</i> • <i>"Providing more waste facilities and more frequent rubbish collection."</i> <p><u>Personal hygiene</u></p> <ul style="list-style-type: none"> • <i>"Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available."</i> • <i>"Providing regular reminders and signage to maintain personal hygiene standards."</i> • <i>"Providing hand sanitiser in multiple locations in addition to washrooms."</i> • <i>"Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities."</i> 	
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<p>Transmission of COVID-19 between individuals when entering / exiting the office building(s)</p>	<p>All employees and site visitors</p>	<p>Government guidance requires employers to <i>"maintain social distancing wherever possible on arrival and departure and to ensure handwashing upon arrival."</i></p> <p>Employers should consider: -</p> <ul style="list-style-type: none"> • <i>"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."</i> • <i>"Reducing congestion, for example, by having more entry points to the workplace."</i> • <i>"Using markings and introducing one-way flow at entry and exit points."</i> • <i>"Managing occupancy levels to enable social distancing."</i> • <i>"Managing use of high traffic areas including ... turnstiles."</i> • <i>"Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads."</i> • <i>"Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them".</i> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • Entry / exit doors to be fixed open (either throughout the day or only at busy times) to avoid hand contact with doors and other surfaces. • Automatic (touch-free) doors to be used at entry / exit points. • Installing floor markings and/or signage to assist with social distancing (e.g. by creating a one-way 	<ul style="list-style-type: none"> • Citi have introduced a one-way entry system and only one set of revolving doors, on each side of the Citi building, allow entry to the building. • Face coverings must be worn in the common areas; these are the Citi reception area, the lobby and the queues for turnstiles and lifts. • Citi have a one-way system in place throughout the ground floor. You will be required to enter the lift queue via the turnstiles on the left-hand side of the tenants' reception desk. Please ensure you use the hand sanitiser on entry and take notice of the social distancing signs that are in place on the floor. • Doors from the lift lobby on the 39th floor and to the AFME demise are now locked and employees will be required to use their automatic security fob to access the office. • A one-way system has been introduced to enter, exit, and navigate the AFME office and employees are asked to observe all markings. • Where possible employees should observe the 2-meter social distancing rule throughout the office but where this is not possible maintain "social distance".
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Transmission of COVID-19 between individuals in reception areas	Employees who work in the reception area; site visitors	<p>Government guidance requires employers to maintain social distancing wherever possible. Employers should consider: -</p> <ul style="list-style-type: none"> • <i>"Installing screens to protect staff in receptions or similar areas."</i> • <i>"Creating additional space by using other parts of the workplace or building that have been freed up by remote working."</i> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • Use floor markings and/or signage to ensure people maintain social distance from reception staff. • As set out in the government guidance, if social distancing in accordance with the guidelines cannot be achieved, screens may be used to separate reception staff from each other and from site visitors. • As also noted in the government guidance, employers should consider whether it may be possible to move the reception facilities to a bigger area to assist with social distancing. • Marketing flyers, newspapers and brochures should be removed. 	<ul style="list-style-type: none"> • The Guest and Facilities Administrator has been temporarily relocated from Reception and is located on the office floor. There will be no-one sitting at the Reception Desk, until further notice. • The Guest and Facilities Administrator will continue to manage the switchboard function from the revised location. • Currently external guests are not permitted within the Citi building. • AFME will no longer receive 'physical' newspapers/publications and where possible these will be provided electronically. • AFME reports and publications will not be 'generally' available in the Reception areas or in meeting rooms.

		<ul style="list-style-type: none"> • Consider removing / re-arranging furniture to discourage individuals being in close proximity to each other whilst waiting. • Do not provide a cloakroom service. • Avoid physical contact insofar as possible. For example, security passes for visitors could be machine-delivered (rather than passed to them by hand) or sent in advance by email or delivered to visitors' smart phones as QR codes or similar. 	
Transmission of COVID-19 between individuals whilst using lifts	All employees and visitors	<p>Government guidance requires employers to consider the following steps to ensure social distancing: -</p> <ul style="list-style-type: none"> • <i>"Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible."</i> • <i>"Managing use of high traffic areas including ... lifts."</i> • <i>"Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones or other electronic devices, where permitted, and cleaning them between use."</i> • <i>"Restricting access between different areas of a building or site."</i> • <i>"Reducing job and location rotation."</i> • <i>"Making sure that people with disabilities are able to access lifts."</i> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • Encouraging employees to use escalators and stairs if possible. This should (i) assist social distancing (which may be easier to maintain on escalators / stairs than in lifts); and (ii) ensure priority access to lifts is given to individuals with 	<ul style="list-style-type: none"> • The lifts are currently operating a 2 person only social distancing rule. There are footprint signs on the floor in the lifts to indicate where to stand. • The use of staircases is prohibited. The only exception is in the event of a building evacuation.

		<p>disabilities that prevent them from using escalators / stairs).</p> <ul style="list-style-type: none"> • Where possible, program lift destination controls so that they operate without individuals having to press buttons. • If this is not possible, provide hand sanitiser next to lifts and put up posters reminding people to use the sanitiser before and after touching lift buttons. • Determining how many people can occupy the lift lobby at any one time whilst maintaining social distancing. Have an attendant present to police occupancy levels. Have floor markings and signage to show individuals where they should stand to maintain social distancing. • Determining how many people can occupy a lift whilst maintaining social distancing. Instruct employees not to exceed this number. Put posters in the lift lobby / waiting areas on all floors and markings on lift floors showing individuals where to stand in the lift to ensure social distancing • Increase the number of lifts in operation if possible (e.g. by using service lifts) to reduce congestion. <p>It will be particularly important to work collaboratively with landlords and other tenants where lifts are shared.</p>	
Transmission of COVID-19 between individuals whilst using escalators	All employees and site visitors	<p>Government guidance requires employers to consider the following steps to ensure social distancing: -</p> <ul style="list-style-type: none"> • <i>"Managing use of high traffic areas including ... escalators."</i> • <i>"Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or</i> 	<ul style="list-style-type: none"> • Citi have movement restrictions in place throughout the building. • There are no catering facilities available; Café 36 and the café on the 38th floor are currently closed. • 'Get Go' on the 37th floor will remain closed until further notice and no personal mail items will be accepted by Citi Security.

		<p><i>telephones or other electronic devices, where permitted, and cleaning them between use."</i></p> <ul style="list-style-type: none"> • <i>"Restricting access between different areas of a building or site."</i> • <i>"Reducing job and location rotation."</i> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • Provide hand sanitiser at the top and bottom of each escalator together with posters advising individuals to use the sanitiser if they have touched the handrail. • Enhanced cleaning of handrails. • Place floor markings and/or signage indicating how many escalator steps apart individuals should stand to ensure social distancing. • Instructing users to stand rather than walk up escalators. <p>It will be particularly important to work collaboratively with landlords and other tenants where escalators are shared.</p>	<ul style="list-style-type: none"> • If you are entering the Citi lobby from the Mall, via the escalators, please adhere to the social distancing instructions and use the hand sanitiser on arrival.
Transmission of COVID-19 between individuals in corridors	All employees and site visitors	<p>Government guidance requires employers to consider the following steps to ensure social distancing: -</p> <ul style="list-style-type: none"> • <i>"Managing use of high traffic areas including ... corridors."</i> • <i>"Introducing more one-way flow through buildings."</i> • <i>"Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones or other electronic devices, where permitted, and cleaning them between use."</i> • <i>"Restricting access between different areas of a building or site."</i> 	<ul style="list-style-type: none"> • A one-way, clockwise system of movement has been introduced throughout the AFME office and floor markings indicate the direction of travel.

		<p>• <i>"Reducing job and location rotation."</i></p> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • As set out in the government guidance, most corridors will have to be made one way to ensure social distancing. • Where corridors are wide enough to permit traffic to flow in both directions without compromising social distancing, consider using floor markings and/or signage to show where individuals should walk to ensure social distancing. • Install floor markings and/or signage to show individuals travelling in the same direction how far apart they need to be. • There may be cases in which corridors are too narrow to permit two-way traffic and where it is not possible to introduce a one-way system. Where that is the case employers should use the hierarchy of controls to introduce mitigating measures (see Appendix). These measures may include, for example, advising employees (i) to minimise their use of these corridors; and (ii) to look both ways before entering these corridors and not enter if someone else is there. <p>It will be particularly important to work collaboratively with landlords and other tenants in relation to shared corridors.</p>	
Transmission of COVID-19 between individuals in other areas they pass through in the course of their work (e.g.	All employees and site visitors	<p>Government guidance requires employers to consider the following steps to ensure social distancing: -</p> <ul style="list-style-type: none"> • <i>"Introducing more one-way flow through buildings."</i> • <i>"Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or</i> 	<ul style="list-style-type: none"> • In the Citi communal areas on the 39th floor. social distancing allows for two-way traffic; please ensure that you adhere to the signage and respect the required distance between you and your colleagues. • To limit the amount of movement in communal areas please consider any extraneous journeys in and out of the building e.g. can you bring your lunch into work

lobbies, open plan areas)		<p><i>telephones or other electronic devices, where permitted, and cleaning them between use."</i></p> <ul style="list-style-type: none"> • <i>"Restricting access between different areas of a building or site."</i> • <i>"Reducing job and location rotation."</i> • <i>"Managing use of high traffic areas."</i> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • As set out in the government guidance, some areas that individuals pass through may have to be made one way to ensure social distancing. • Install floor markings and/or signage to show individuals travelling in the same direction how far apart they need to be. • Where an area is wide enough to permit traffic to flow in both directions without compromising social distancing, consider using floor markings and/or signage to show where individuals should walk to ensure social distancing. • Consider whether it is possible to move furniture and/or equipment to create more space and ease congestion. • Where an area is not wide enough to allow traffic to flow in both directions without compromising social distancing and where it is not possible to implement a one-way system, consider whether it is necessary to use that area to pass through. If it is, use the hierarchy of control to introduce mitigating measures (see Appendix). <p>It will be particularly important to work collaboratively with landlords and other tenants in relation to shared areas.</p>	<p>with you/buy your lunch on the way to work in order that you do not need to leave the building at lunch time?</p>
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Transmission of COVID-19 between employees whilst at their workplaces / workstations	All employees	<p>Government guidance is that <i>"for people who work in one place, workstations should allow them to maintain social distancing whenever possible"</i>. In order to achieve this, employers should consider the following: -</p> <ul style="list-style-type: none"> • <i>"Workstations should be assigned to an individual and not shared. If they need to be shared they should be shared by the smallest possible number of people."</i> • <i>"If it is not possible to ensure workstations comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), then businesses should consider whether that activity needs to continue for the business to operate, and if so take all mitigating actions possible to reduce the risk of transmission."</i> • <i>"Review layouts and processes to allow people to work further apart from each other."</i> • <i>"Using floor tape or paint to mark areas to help people comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable is acceptable)."</i> • <i>"Managing occupancy levels to enable social distancing."</i> • <i>"Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face."</i> • <i>"Only where it is not possible to move workstations further apart, using screens to separate people from each other."</i> • <i>"Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning workstations between different occupants including shared equipment."</i> <p>Possible additional control measures include: -</p>	<ul style="list-style-type: none"> • Project Restart are currently monitoring all office attendance requests and will advise individuals where it is not possible for them to work from their desk and be compliant with the social distancing rules. • As an alternative, employees will be offered the opportunity to work from a booth or a meeting room, subject to availability. • If it is not possible to accommodate your request and safely social distance, we may have to restrict attendance. • Back to back and/or side to side working rather than face to face working will be adopted where possible. • Hot desking is not permitted, and you must work at your own desk whilst in the office, unless allocated a booth or meeting room for the day. • Booths can no longer be used on an ad hoc basis and must be booked out via the booking system; Resource Central. If you use a booth it is essential that you use the antibacterial wipes provided to clean the workspace before and after you have used it. Once a booth is booked it is only available to that person for the day. • Employees should maintain social distance with colleagues, at all times. Have in-office conversations over the telephone or via Skype. If a face-to-face meeting is required, please book a meeting room where it is possible to meet and socially distance.
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		<ul style="list-style-type: none"> • Surfaces of desks to be kept clear to facilitate cleaning and sanitising. • Restrict people visiting workstations other than their own. Wherever possible, conversations should be by telephone. If face-to-face meetings are required, they should only be held at an employee's workstation if it is large enough to allow social distancing. If it is not, an alternative (larger) space (e.g. a meeting room) should be used. • As set out in the government guidance, shared equipment should be avoided if possible. This would include printers, whiteboards etc. • Instruct employees not to touch others' workstations e.g. to answer a telephone. 	
Transmission of COVID-19 between individuals at face-to-face meetings	All employees and site visitors	<p>Government guidance requires employers to <i>"reduce transmission due to face-to-face meetings and to maintain social distancing in meetings"</i>. Employers should consider: -</p> <ul style="list-style-type: none"> • <i>"Using remote working tools to avoid in-person meetings."</i> • <i>"Only absolutely necessary participants should physically attend meetings and should maintain social distancing guidelines (2m or 1m with risk mitigation where 2m is not viable, is acceptable.)."</i> • <i>"Avoiding transmission during meetings, for example, avoiding sharing pens, documents and other objects."</i> • <i>"Providing hand sanitisation in meeting rooms."</i> • <i>"Holding meetings in well ventilated rooms, whenever possible."</i> 	<ul style="list-style-type: none"> • For internal meetings consider whether it is necessary to meet in person or whether the meeting can be held over video conference. • All meeting rooms now have a maximum number of attendees to be able to maintain social distancing. All meetings should be booked in advance using the booking system, Resource Central. • All meetings should have a minimum buffer, between bookings, of 15 minutes to allow for sanitisation. • It is the responsibility of the respective meeting host to ensure that the meeting room is appropriately sanitised both before and after a meeting. • Anti-bacterial wipes and hand sanitiser will be available in all meeting rooms. • Stationery will no longer be available for meeting attendees, to limit shared usage.

		<ul style="list-style-type: none"> • <i>"For areas where regular meetings take place, using floor signage to help people maintain social distancing."</i> • <i>"Limiting or restricting use of high-touch items and equipment (for example, printers or whiteboards)."</i> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • Determine how many people can occupy a room without compromising social distancing. Place a sign at the entrance stating that this is the maximum occupancy. • Ensure meetings are not booked for more individuals than the maximum occupancy of the room. • Do not have more seats in the room than the maximum occupancy. • Table and chair layouts should discourage close proximity of attendees. • Use posters and/or floor marking to show individuals where to sit to ensure social distancing. • Stagger meeting times to avoid congestion in the corridors / common areas around meeting rooms. • Enhanced cleaning regime, including before and after each individual meeting. • Provide sanitation products (hand sanitiser, cleaning wipes) in each meeting room. • Multiple keyboards / pointers / connector cables to be available to prevent need for shared usage. • Remove of complimentary pens, notepads, whiteboards etc. from meeting rooms. 	<ul style="list-style-type: none"> • Food and drink will no longer be provided for meetings, attendees should bring and take away all personable consumables.
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		<ul style="list-style-type: none"> Maintain record of all attendees with contact details to permit contact tracing if necessary. NOTE: data privacy issues may arise, and a Data Privacy Impact Assessment should be carried out. 	
Transmission of COVID-19 between co-workers in communal photocopying / printing areas	All employees	<p>Government guidance requires employers to consider: -</p> <ul style="list-style-type: none"> <i>"Limiting or restricting use of high-touch items and equipment for example, printers or whiteboards."</i> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> Consider whether these areas are essential. If possible, replace with printing / copying facilities at workstations. Designate a limited number of individuals to use these areas. Automate machines to be touch free if possible. Have hand sanitiser available and use posters advising individuals to use the sanitiser after touching machines. Enhanced cleaning regime. Determine the number of people who can occupy the areas at one time without compromising social distancing. Use signs to warn employees not to exceed that number. Use floor markings and/or signs to show employees where to stand to ensure social distancing. 	<ul style="list-style-type: none"> There are revised printer protocols in place. All printing has now been set to a 'secure' default setting. Only one person is allowed at a printer at any one time and the printer controls should be wiped down, using the anti-bacterial wipes provided, following each use. The small printers along the main walkway have been decommissioned to enable employees to safely move around the office.
Transmission of COVID-19 between co-workers in communal kitchen areas	All employees	<p>Government guidance requires employers to consider: -</p> <ul style="list-style-type: none"> <i>"staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms...."</i> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> Determine the number of people who can occupy the areas at one time without compromising social 	<ul style="list-style-type: none"> There are newly installed sanitising stations on entry to both kitchen areas. Prior to entering and using the communal kitchen facilities, hands should be sanitised, and disposable gloves should be worn. The seating area in the main kitchen is no longer available, please take your beverages/food back to your desk to be consumed.

		<p>distancing. Use signs to warn employees not to exceed that number. Use floor markings and/or signs to show employees where to stand to ensure social distancing.</p> <ul style="list-style-type: none"> • Do not provide any shared items e.g. cups. Employees to use own items / single use items. • Have hand sanitiser and/or hand washing facilities available and use posters advising individuals to use this. • Enhanced cleaning regime. 	<ul style="list-style-type: none"> • Be aware of other colleagues using the kitchen facilities. If it is not possible to enter the main kitchen and maintain social distancing, wait at the entrance until it is safe to enter. • Only 2 people are allowed in the pantry at any one time. • AFME will not be providing communal fruit or milk or any buffet style food. However UHT milk pods will be available for tea and coffee. • If you are using a cup or glass from the kitchen, use the same one throughout the day. Please feel free to bring in your own crockery and cutlery if you wish. • Currently we are asking everyone to bring their lunch in with them, not only to avoid longer wait times when using the lifts, but to limit any potential contamination from food preparation. • You must put any used dishes and cutlery in the dishwasher before you leave for the day.
Transmission of COVID-19 between individuals in toilets	Transmission of COVID-19 between individuals in toilets	<p>Government guidance requires employers to consider: -</p> <ul style="list-style-type: none"> • <i>"Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible."</i> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • Use of touch free equipment to be preferred e.g. touch-free hand driers or automatic towel dispensers. • Determine the number of people who can occupy the toilet facilities at one time without compromising social distancing. Use signs to warn employees not to exceed that number. Use floor markings and/or signs to show employees how to move through the room to ensure social distancing. 	<ul style="list-style-type: none"> • There are revised protocols in the bathrooms; please observe the social distancing measures in place as indicated by the signage. • Whilst both air dryers and paper towels are available in the bathrooms it is preferable to dry hands with disposable paper towels to prevent the dispersion of contaminated water droplets into the air.

		<ul style="list-style-type: none"> • If necessary tape off urinals to avoid individuals being closer than permitted by social distancing guidelines. • Use floor markings outside toilets to show employees how to maintain social distancing whilst queuing. • Enhanced cleaning regime. 	
Transmission of COVID-19 between co-workers in showers / changing facilities	All employees who use showers / changing facilities	<p>Government guidance requires employers to "<i>minimise the risk of transmission in changing rooms and showers</i>". Employers should consider: -</p> <ul style="list-style-type: none"> • "<i>Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage.</i>" • "<i>Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean, clear of personal items and social distancing is achieved as much as possible.</i>" • "<i>Introducing enhanced cleaning of all facilities throughout the day and at the end of each day.</i>" <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • Use of touch free equipment to be preferred e.g. touch free hand driers or automatic towel dispensers. • Do not provide towels for employees. Encourage them to bring their own. • Determine the number of people who can occupy the shower / changing facilities at one time without compromising social distancing. Use signs to warn employees not to exceed that number. Use floor markings and/or signs to show employees where to stand / move through the room to ensure social distancing. 	<ul style="list-style-type: none"> • If you use the shower facilities on the 39th floor please observe the hygiene protocols, as indicated on the facility signage. • Please remove all items you use in the shower facilities each day, as any items left will be removed by the cleaning team.

		<ul style="list-style-type: none"> • Use floor markings outside shower facilities to show employees how to maintain social distancing whilst queuing. • Enhanced cleaning regime. 	
Transmission of COVID-19 in post room	Employees who work in the post room; other employees who receive items from the post room	<p>Government guidance requires employers to consider: -</p> <ul style="list-style-type: none"> • <i>"Creating additional space by using other parts of the workplace or building that have been freed up by remote working."</i> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • Determine the number of people who can work in the post room at one time without compromising social distancing. Organise shifts to ensure that number is not exceeded. • Use floor markings and/or signs to show employees where to work / move through the room to ensure social distancing. • As noted in the government guidance, employers should consider whether it may be possible to move the post room to a bigger area to assist with social distancing. • Implement a system of cleaning incoming mail and courier packages. 	<ul style="list-style-type: none"> • Only two people will be permitted in the post room at any one time. • All incoming and outgoing AFME mail, parcels and deliveries to 25 Canada Square will be managed by the Citi Facilities Office. • Incoming mail and parcels will be given to the Reception and Hospitality Administrator for onward delivery and outgoing AFME mail and parcels should either be placed in the mailroom for collection or given to the Reception and Hospitality Administrator who will arrange pick up with the Citi Facilities Office.
Risk of transmission of COVID-19 to employees via goods, merchandise and other materials delivered to site.	All employees, particularly those involved in receiving / handling items delivered to site	<p>Government guidance requires employers to <i>"reduce transmission through contact with objects that come into the workplace"</i>. Employers should consider: -</p> <ul style="list-style-type: none"> • <i>"Cleaning procedures for goods and merchandise entering the site."</i> • <i>"Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical."</i> 	<ul style="list-style-type: none"> • 'Get Go' on the 37th floor will remain closed until further notice and no personal mail items will be accepted by Citi Security.

		<ul style="list-style-type: none"> • <i>"Restricting non-business deliveries (for example, personal deliveries to employees)."</i> • <i>"Revising pick-up and drop-off collection points, procedures, signage and markings."</i> • <i>"Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking."</i> • <i>"Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often."</i> • <i>"Where possible and safe, having single workers load or unload vehicles."</i> • <i>"Where possible, using the same pairs of people for loads where more than one is needed."</i> • <i>"Enabling drivers to access welfare facilities when required, consistent with other guidance."</i> • <i>"Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways."</i> 	
Transmission of COVID-19 between co-workers in the event of accidents, security and other incidents.	All employees and site visitors	<p>Government guidance requires employers to <i>"prioritise safety during incidents"</i>.</p> <ul style="list-style-type: none"> • <i>"In an emergency, for example, an accident or fire, provision of first aid, fire or break-in people do not have to comply with social distancing guidelines if it would be unsafe."</i> • <i>"People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands."</i> 	<ul style="list-style-type: none"> • All planned evacuations have been cancelled for the foreseeable future. In an emergency evacuation follow the usual procedure as indicated over the tannoy announcements. You do not have to socially distance if it would be unsafe. • Should there be an evacuation tenants are advised to disperse rather than congregate in the usual fire safety point at Montgomery Square.

		<p>• <i>Employers should consider “the security implications of any changes [they] intend to make to [their] operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigation.”</i></p> <p>• <i>Where the employer conducts physical searches of people, they should be “considering how to ensure safety of those conduct searches while maintaining security standards.”</i></p> <p>• <i>Further government guidance on managing security risks is available here.</i></p> <p>Employers should also review and practice their fire evacuation process to identify any necessary changes. For example, employers will have to determine how to manage the fact that fire wardens may not be on site. This may include considering alternative ways in which employees can effectively be told what to do and where to go.</p> <p>It will be particularly important to work collaboratively with landlords and other tenants in planning for fires and other incidents.</p>	
Transmission of COVID-19 between employees and contractors / other service providers	All employees and contractors / other service providers	<p>Government guidance requires employers to "<i>minimise the number of unnecessary visits to offices</i>" and to make sure visitors "<i>understand what they need to do to maintain safety</i>". Clearly this applies equally to contractors. Employers should therefore consider: -</p> <ul style="list-style-type: none"> • <i>"Encouraging visits via remote connection / working where this is an option."</i> • <i>"Limiting the number of visitors at any one time."</i> • <i>"Limiting visitor times to a specific window and restricting access to required visitors only."</i> • <i>"Determining if schedules for essential services and contractor visits can be revised to reduce interaction</i> 	<ul style="list-style-type: none"> • All external guests must be registered with Citi reception. Access will not be granted without prior registration. • All guests must be collected from Citi reception and escorted by you, or a member of your team, to the AFME office. • All guests must wear an appropriate face covering, however in the event your guest does not have a mask, AFME can provide a disposable one.

		<p><i>and overlap between people, for example, carrying out services at night."</i></p> <ul style="list-style-type: none"> • <i>"Maintaining record of all visitors, if this is practical."</i> • <i>"Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the premises."</i> • <i>"Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen at receptions."</i> • <i>"Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. Consider the particular needs of those with protected characteristics such as those who are hearing or visually impaired."</i> • <i>"Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors."</i> • <i>"Reviewing entry and exit routes for visitors and contractors to minimise contact with other people."</i> • <i>"Informing visitors that they should be prepared to remove face coverings if asked to do so by police officers and staff for the purposes of identification."</i> • <i>"Ensuring information provided to visitors, such as advice on the location or size of queues, does not compromise their safety."</i> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • Introduce contractual terms requiring all contractors / service providers to adhere to (and train their employees in how to adhere to) site safety measures. • Institute periodic check-ins with contractors / service providers on whether arrangements are 	<ul style="list-style-type: none"> • You must reserve a meeting room in which you will be able to maintain social distancing with all guests to the office. • Where contractors are required to be on site to carry out essential maintenance, visits will be scheduled outside of office working hours. • All contractors should be pre-registered with Citi security and will be required to follow all Citi building security protocols with regards to social distancing and hygiene whilst on site.
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		working from their perspective and to discuss potential enhancements.	
Risks arising from use of face coverings	Employees who choose to wear face coverings	As explained above, government guidance is that face masks (which are classified as PPE) should not be used to address the risk of COVID-19 outside healthcare settings but that the use of face coverings in an office environment is optional. If employees choose to wear face coverings, the guidance is that <i>"employers should support their workers in using face coverings safely"</i> . This will involve communicating with employees (via email, posters, and/or other methods) to explain the messages about face coverings.	<ul style="list-style-type: none"> • All employees have been provided with a PPE kit that includes x2 disposable face masks, mask filters, sanitising gel and instructions on how to wear and handle face coverings safely. • To note: it is mandatory to wear a face covering in the Citi communal areas, including the lifts. • It is not mandatory to wear a face covering in the AFME office demise.
Risk of transmission of COVID-19 via documents passed between employees	All employees	<p>This is not addressed directly in the most recent government guidance but previous guidance documents have suggested that employers should: -</p> <ul style="list-style-type: none"> • <i>"encourage the use of digital and remote transfers of material where possible rather than paper format, such as using e-forms, emails and e-banking."</i> <p>Possible additional control measures include: -</p> <ul style="list-style-type: none"> • As set out in the guidance, paperless working practices should be implemented wherever possible. • Employees should be provided with sanitising wipes and advised to clean any documents delivered to their workspaces. 	<ul style="list-style-type: none"> • AFME encourage the use of digital and remote transfers of material where possible rather than paper format and employees should share documents on Sharepoint, where they have this facility.
Risk of transmission of COVID-19 between employees during work-related travel	All employees involved in work travel	<p>Government guidance requires employers to <i>avoid their employees having to undertake unnecessary work related travel and to keep people safe where they do travel"</i>. Employers should consider: -</p> <ul style="list-style-type: none"> • <i>"Not requiring employees to use public transport and aiming for them to "walk, cycle or drive instead". Where "using public transport is necessary, wearing a face</i> 	<ul style="list-style-type: none"> • Currently employees are not permitted to travel on company business. • Currently it is not a requirement that employees work from the office and any office attendance is voluntary. • Where employees commute via public transport to the office they should ensure that they conform with

		<p><i>covering is mandatory" and employers should remind employees of this.</i></p> <ul style="list-style-type: none"> • <i>"Minimising the number of people from different households/support bubbles travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face."</i> • <i>"Cleaning shared vehicles between shifts or on handover."</i> • <i>"Where workers are required to stay away from home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines."</i> 	<p>the relevant guidance with regards to travel and PPE requirements.</p> <ul style="list-style-type: none"> • If you access the Citi premises via the underground shopping mall it is mandatory to wear a face covering at all times in the enclosed shopping mall.
Risks of impact to wellbeing resulting from COVID-19	All employees	Regular communication of mental health information and open-door policy for those who need additional support.	<ul style="list-style-type: none"> • AFME promote the awareness of mental health & wellbeing to employees during the Coronavirus outbreak and encourage individuals to speak directly with their line manager, HR or other colleagues. • AFME provide the following external support: • Wellbeing in the Workplace is a free interactive learning tool, which is designed to give employees the skills they need to manage their own emotional health as well as support people around them. • All colleagues have access to wellbeing support, advice and assistance via LifeWorks, our Employee Assistance Programme. A wide range of information resources can be found online at COVID19 (Coronavirus) Toolkit and practical advice and support can also be accessed via the telephone helpline. • All colleagues have access to a free confidential Counselling Service via the Lifeworks platform. Counselling is available online or via the telephone. • Additional support tools can be accessed from: • https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/

			<ul style="list-style-type: none">• www.hseni.gov.uk/stress
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