



# Working Safely During COVID-19

Following HM Government Guidelines



# How IM&M Resolves Requirements For Working Safely During COVID-19

Based on HM Government's "Working safely during COVID-19 in offices and contact centres" – [www.gov.uk/workingsafely](http://www.gov.uk/workingsafely)

Phase 1	Post Covid	Occupancy & Covid	Enterprise Suite	3rd Party
Staggering arrival and departure times	✓	✓	✓	-
Regulating use of high traffic areas including corridors, lifts turnstiles	✓	✓	✓	-
Reducing maximum occupancy for lifts	✓	✓	✓	-
Parking or facilities such as bike-racks	✓	✓	✓	-
Social distancing at desks	✓	✓	✓	-
Reducing job and location rotation	✓	✓	✓	-
Split into teams or shift groups, to avoid contact	✓	✓	✓	-
Restricting access between different areas of a building	-	✓	✓	-
Staggering break times to reduce congestion	-	✓	✓	-
Cleaning workstations/desks between different occupants	-	✓	✓	-
Minimising non-essential travel	-	✓	✓	-
Managing occupancy levels to enable social distancing.	-	✓	✓	-
Allow people to work further apart from each other	-	✓	✓	-
Maintaining Meeting Room distancing and volumes	-	✓	✓	-
Service or adjust ventilation systems	-	✓	✓	✓
Providing clear, consistent and regular communication	-	-	✓	✓
Developing communication and training materials	-	-	✓	✓
Awareness and focus on the importance of mental health	-	-	✓	✓

Learn more at:  
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