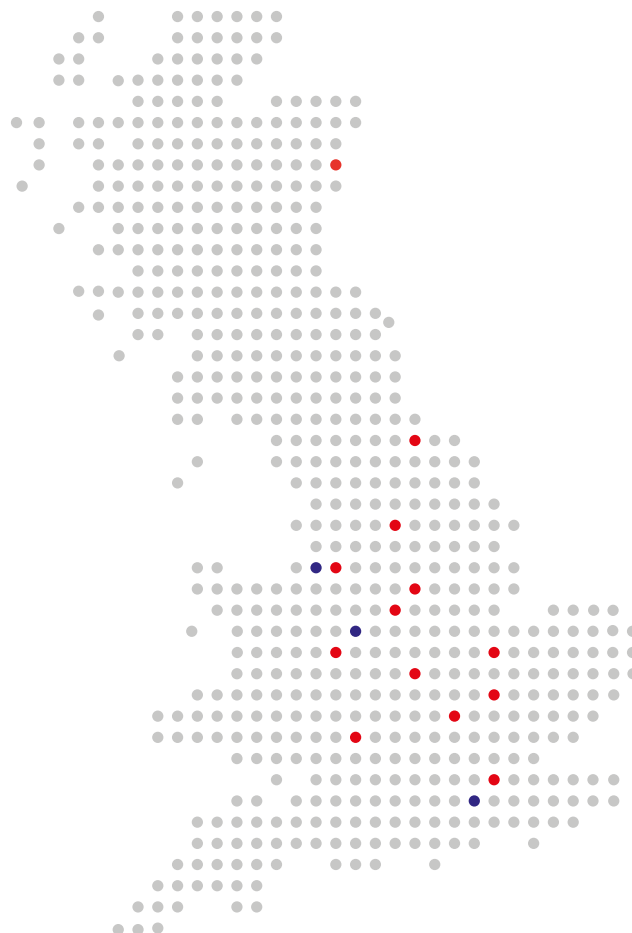


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JUNE 2020

# **Welcome back to your office**

Phased return to working at  
offices in the United Kingdom



# Welcome back to your office

## Phased return to working at offices in the United Kingdom

When you return to working at your ABB office, there are a number of new measures and precautions you must be aware of

### A different way of working

The way we now work must focus on reducing the risk of infection and on following Government advice towards a healthy, safe, controlled and phased reintegration to our workplace.

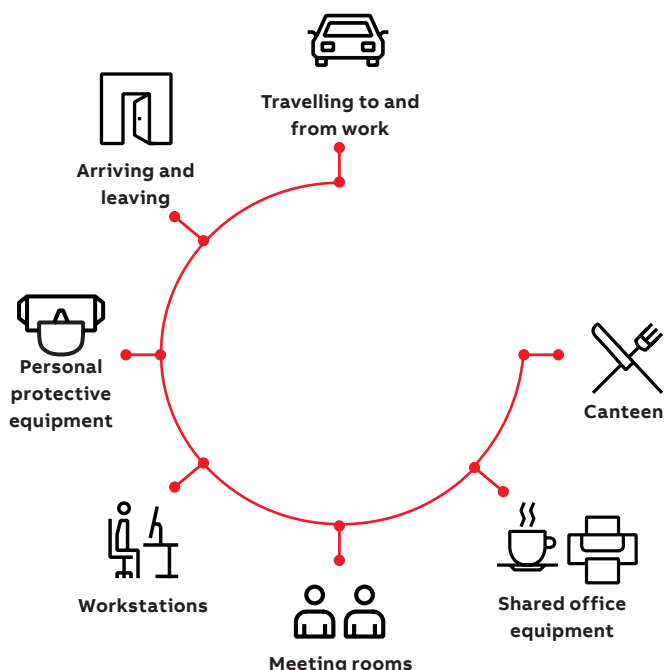
The vast majority of us have been working at home for a number of weeks. Things will be different for everyone and we need to be flexible, adaptable, and help each other as best we can.

For most locations the return will follow the gradual, stepped process depicted overleaf and some of us will be working from home for many more weeks.

As with most aspects of the coronavirus outbreak, the situation is evolving continuously and this guidance may change.

This is a generic document and describes what should happen in typical settings. All locations have specific procedures and guidance based on a full COVID-19 risk assessment of the site. These documents will be issued to or made available to everyone based at the location.

Please read through these documents before you return and ensure you have familiarised yourself thoroughly with the new measures and precautions. You will be asked to acknowledge you have read your local procedures before you return to the office.



Your return to the workplace must be agreed with your line manager. The criteria for returning are shown in the flowchart below and are based on:

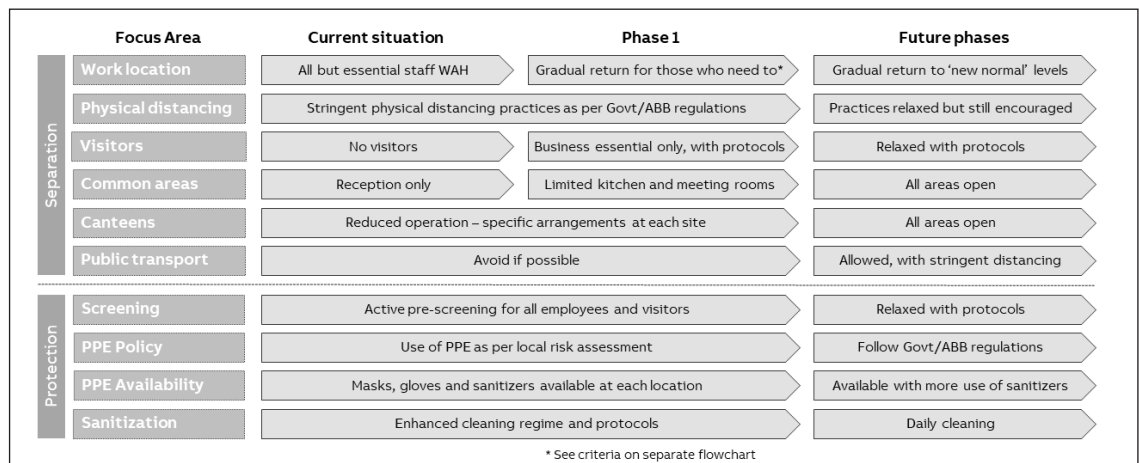
- the access you need to systems and equipment
- your working environment at home
- your 'clinical vulnerability' and the 'clinical vulnerability' of members of your household

For those returning to offices, the core advice remains:

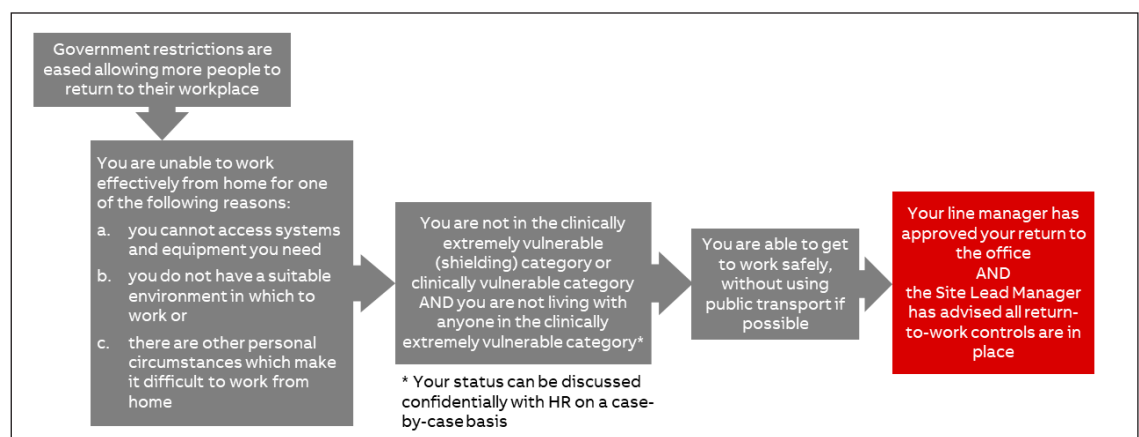
- If you or someone you have been in close contact with have symptoms of coronavirus, you must not come in to the office.

Instead you must contact your line manager and follow current self-isolation guidance.

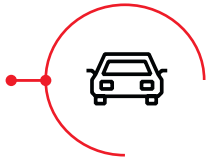
- Wash your hands frequently and thoroughly for at least 20 seconds. Use hand cleanser where soap and water are not available
- Use tissues when coughing and sneezing or alternatively your elbow. Wash hands afterwards.
- Keep 2m distance from other people
- Limit physical contact and do not shake hands
- Ask others to pay attention if necessary



**Fig. 1 – Gradual, stepped process for returning to offices**

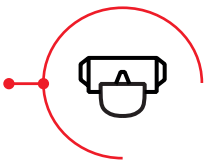


**Fig. 2 – Criteria to be met by those returning to offices**



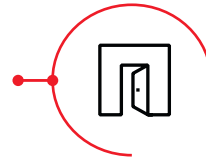
### **Travelling to and from work**

- If you are able to ride your bike or walk to work, please do so.
- If you cannot walk or cycle, please use a private motor vehicle to travel to work. Do not share lifts, unless with members of your household.
- Be aware that parking arrangements and traffic flows may be altered
- Avoid using public transport to get to your workplace if possible. If no other practical transport options exist, please talk to your line manager.



### **Personal protective equipment**

Be aware of site-specific requirements that personal protective equipment may need to be worn in certain circumstances (e.g. for specific tasks where social distancing cannot be maintained reliably or at any time when away from your workstation)

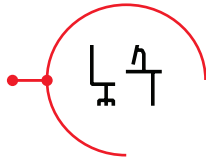


### **Arriving and leaving**

- Please be aware of any new procedures you must follow when entering and leaving site or moving around the site.
- Where you have a choice of entrances, pick the one nearest to your workstation.
- Go directly to your workstation via the shortest, safest route.

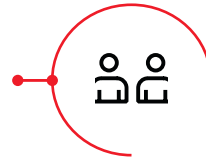
### **Reception areas**

- During first stage of return, visitors will only be allowed on site for essential business needs.
- Visitors are to be instructed not to attend site if they have symptoms or are required to self-isolate.
- Signing-in processes may be different to what they were previously.
- Upon arrival at reception, visitors must follow distance markers on the floor.
- Reception will provide visitors with general information about the precautions at the location but it is the hosts responsibility to ensure their visitor(s) follow these.
- Visitors (including colleagues based at other locations) must always be accompanied by their host.



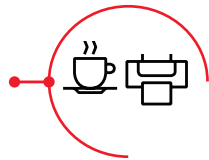
### **Workzones and corridors**

- Keep two metres from your colleagues at all times, whether at your workstation, in a meeting room, common area or travelling in between.
- You must follow signage throughout the site that specify traffic flows and limit the number of people in specific areas such as kitchens and meeting rooms.
- Only one person at a time is allowed in any elevators on site. Please use the stairs if you are able to.
- Try to use the same toilet and handwashing facilities that are closest to your workstation. Use hand sanitisers where provided when entering and leaving these facilities.
- Avoid using shared workspaces such as hot desks and meeting cubicles.
- If you need to use a shared workspace, bring your own mouse and keyboard and clean all touch points with disinfectant wipes when you leave.
- A 'clear desk' policy is advised to minimise the risks of transmission and infection.



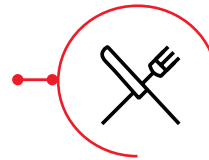
### **Meeting rooms**

- Internal meetings must be held via Skype or MS Teams, even when participants are in the same location.
- Some meeting rooms may no longer be available and assigned to specific individuals as their primary workstation.
- There will be reduced seating in most meeting rooms to maintain social distance.
- Participants are encouraged to sit at an angle with a distance of at least two metres.
- The duration of meetings must be reduced to the shortest possible time.
- When using meeting rooms, all contact surfaces must be washed with surface wipes provided before and after use.
- Ensure good ventilation, if possible, during and after using the meeting room.



### **Coffee machines, printers**

- Wash your hands or use hand sanitiser before and after using coffee machines, water coolers and other shared office equipment amenities.
- Use disposable cups dispensed by the machine or use a personal mug which you must wash by hand yourself after each use. Dishwashers must not be used until further notice.



### **Canteens and rest areas**

- We encourage you to eat your food at your desk or outdoors, noting that in some locations, canteens may be operating a 'takeaway only' service
- Use hand sanitiser before entering the canteen and on leaving
- When collecting food from the canteen, do not touch anything you do not want.

### **Questions?**

If you have any questions about returning to your office, please speak to your line manager, your location HSE representative or the Site Lead Manager listed on <https://insideplus.abb.com/uk/coronavirus>

### **Thank you!**

We know this is a challenging time for everyone and we appreciate your support and dedication.

The most important thing we can do for ourselves and others is to take personal responsibility.

Thank you for your patience and compliance with our temporary guidelines to ensure a safe workplace for both yourself and your colleagues.