

## Operational Isle of Man Government Offices

This document has been created to provide any Government Department with some good guidance on how to reduce the spread of coronavirus disease 2019 (COVID-19) whilst working inside our operational offices.

- Wash your hands with soap and water for at least 20 seconds when you enter the building
- Social distancing guidance must be adhered to whilst moving around the office and working
- Only use the lift if absolutely necessary and only one passenger at a time. If transmitted, the virus can live on surfaces and it is therefore important that you wash your hands again when using touchpoints including lift buttons.
- One person per flight of stairs will help maintain social distancing
- Don't forget social distancing space at gathering and pinch points such as:
  - Entrance/exit pinch points
  - Vending machines
  - Kitchen areas
  - Gathering points such as toilet areas
- Ensure that security arrangements are adhered to – entrances/exits/floors/meeting rooms and stairwells which may have been reduced to prevent exposure in these areas that don't need to be used. However – in an emergency situation, please do make use of all available exit routes
- Only workers may enter the building – no children or other dependents
- It may not be possible for cleaners to be on site during all operational hours or as frequently as we would like and therefore personal hygiene is important.  
Sanitising solutions and wipes are therefore available for staff to use during operational hours and between cleaning activities.
- Keep to your own working area and don't travel around the building. Make use of systems such as telephones and e-mail
- Understand emergency arrangements for the building during this period. What first aid and emergency evacuation arrangements are in place?
- You may find that empty desks have been assigned to ensure that social distancing guidance can be met whilst you are working at a workstation.
- Arrangements for the disposal of waste must be followed – no cup/tissues are to be left on desks
- For those who desk share, you must make use of wipes at the beginning of the day and throughout to wipe down surfaces such as – chair arms, computer screen, keyboard, mouse and phone.
- For those who desk share, you should select a different chair to the one which has been used for your shift as fabric can be difficult to clean





- For those who desk share, you should make use of your own telephone handset/headset, mouse and keyboard if possible as items could be difficult to clean between users
- Report any concerns to the office manager.

