

Return to office working / a phased plan

GOVERNMENT GUIDANCE

5	<p>A COVID-19 epidemic is in circulation and there is a material risk of healthcare services being overwhelmed.</p> <p>Social distancing measures increased from Level 4.</p>
4	<p>COVID-19 epidemic is in circulation; transmission is high or rising exponentially.</p> <p>Lockdown measures as per Government guidelines to minimise spread of virus and reduce the "R" number to less than 1.</p>
3	<p>A COVID-19 epidemic is in circulation.</p> <p>Gradual relaxing of restrictions and maintain physical distancing where possible.</p>
2	<p>COVID-19 is present in the UK but the number of cases and transmission is low.</p> <p>No or minimal distancing measures; enhanced testing, tracing, monitoring and screening.</p>
1	<p>COVID-19 is not known to be present in the UK.</p> <p>Routine international monitoring.</p>

WORKPLACE RESPONSE



REACT

immediately.
Close down workspaces and deep clean.
Everyone work from home. Increased digital support and communication.



WORK FROM HOME

Office remains closed; anyone who can work remotely must work from home.
Increased digital support and communication.



COVID-SECURE

Office opens with physical distancing measures in place: density, spacing, circulation and heightened visible hygiene measures. Split teams to reduce on-site numbers (10-30% total).
Maintain physical distancing throughout.



TRANSITION

Create 'Safe Zone(s)' that maintain level-3 static physical distancing for recent returners and others where fixed teams can co-locate more densely, depending on test availability and team opinion. Everyone follows dynamic distancing protocols in circulating through the spaces. Capacity: around 40-60% employee total.



NEW NORMAL

COVID regulations are relaxed and workspaces operating as per full design intent. Develop a long-term Work From Office / Work From Home blended approach to allow greater Work/Life integration. Make the office a hub for collaboration, creativity and culture, reconsider the use of this less dense space.

OFFICE DENSITY

