**Guidance for Staff working at Mount McKinley**

**IT IS ESSENTIAL YOU SIGN IN AND OUT OF THE BUILDING SO WE CAN ACCURATELY MONITOR NUMBERS IN THE BUILDING,**

As the guidance for easing lock down changes we will need to respond flexibly to the changes. Currently the risk assessment undertaken with the 2 m social distancing guidance is that 58 – 60 staff in the building is the maximum. As a guide at the moment the Case Management area (not incl DCT / Virtual Sch) is 15 staff max in that area. (Side offices would be additional). As the social distancing guidance changes we will amend and flex.

**The Council has made the decision not to relax the 2 m social distancing at this time.**

There are now signing in sheets that are numbered. If you sign in above 60 you need to make sure someone else has signed out as having left the building.

There is additional cleaning of door handles, toilets and kitchens etc in the day.

**Guidance for All Staff.**

The Councils guidance remains the same – please continue to work from home where you are able to do so.

We will not be making anyone return to the office space in the near future. If you don’t want to access office space and are happy to remain working at home you can do so.

We are trying to enable staff to come in for some time where they need to for support reasons, personal circumstances, or teams need to be able to see each other. Team Managers will oversee how to facilitate this. We will be working towards there being certain days per month when you may not be able to access the building as other teams will be having team days in – on a rota.

If you are worried or concerned please speak to a Service Manager or Siobhan Hughes, PSW (whose office is now on the ground floor in Case Management, Steve’s old office). We want to support staff to use the building safely and confidently.

**WHEN ACCESSING MOUNT MCKINLEY:**

1. Does you manager know you are coming into the building and is it agreed?
2. Please wash your hands on arrival.
3. Sign in – using your own pen. **Sign out – essential** – include time out.
4. Use wipes to hold door handles where possible.
5. Wash your hands at regular intervals, especially when moving between quadrants.
6. Maintain 2 m social distancing – spreading out across desks.
7. Max 6 people in either meeting room on the 3rd floor.
8. **CLEAR DESKS** – if they are not clear they will NOT BE CLEANED.
9. One in and one out of toilets.
10. Keep numbers in the Kitchen to 2 -3 in the space, 1 at a time using the kitchen facilities.

**PLEASE REMEMBER:**

If you need to work permanently from Mount McKinley your manager needs to e mail me with the rationale and I will agree in writing.

If you are more comfortable wearing a mask then feel free to do so.

Please be aware of others at all times. We continue to manage an unknown risk and we need to be constantly alert to this. COVID 19 has NOT gone away. We are in a proactive management and high awareness phase.

All visits and face to face work with children and families to continue to be risk assessed and PPE used according to the risk assessment.

**Senior Management Oversight:**

Business Support Managers are monitoring numbers in the building, keeping an eye on the sign in numbers and doing walk rounds daily.

If numbers reach 60 then a Service Manager is alerted. They are in the building daily on a rota.

They will then check the number of people who have signed out and if necessary, do a manual head count. If there are over 60 people in the building they will take action as required, this may involve asking people to move area to work where there is more space etc.

We are all responsible for our own and each other’s safety. Please be kind, alert, vigilant and mindful of others.

Sonya Miller. Interim Assistant Director, 8 July 2020.