

Buckley Hall Office Protocol

Effective Immediately - Applies to all staff

The operation of Buckley Hall is an Essential Service which by its nature as short-term accommodation requires onsite work by its staff in its day to day operation. That said where some work can be carried out from home it will be structured as such by management in-line with recommended guidelines.

The following general protocol is defined for onsite work at Buckley Hall, the office is to be treated as a clean environment. This protocol will be updated from time to time following best advice available. Where there is a contradiction between this office protocol and the HSE/Government please refer to the later as it takes precedent.

- Staff should follow recommended HSE guidelines and their GP advice for making decisions on attending work if feeling ill
- Staff are responsible for informing themselves about the symptoms of the disease and should monitor and manage their own wellbeing. If you display any signs or symptoms, you must self-isolate and contact your GP. Should symptoms develop during a shift, management should be informed immediately. **It is recommended that you check your temperature daily before going to work** and arrange for annual leave if you have concerns.
- Staff attending the office should wash hands with soapy water each time entering the office or when in apartments, after use of bathroom and kitchen, after using public transport, after toilet use, before and after using computers, after vaping/smoking eating, and regularly throughout the day
- Staff should wear a face covering (mask) when meeting with others and particularly if working in apartments
- A strict policy to be put in place for accessing apartments, ensuring no tenants present, that they are well ventilated, tenants have confirmed they have not suffered symptoms associated with Covid (following recommended guidelines)
- Visitors will not be allowed in office unless approved in advance, all communication with tenants will be via video calls/phone/email
- The office is approximately 148m² in size with 3 bathrooms and a large kitchen. With a maximum of 3-4 staff attending in a specific day it should be possible to appropriately socially distance and following recommended guidelines.
- Staff desks to be separated by maximum distance possible (estimated to be 4- 5 meters with 2 staff on mezz and 2 staff on ground floor)
- Computers/phones, pens, cups, kitchen utensils etc are not to be shared. Please supply your own utensils and do not share these.
- The office will supply reusable face coverings which will be the responsibility of each staff member to bring to work, to change a minimum of once per day , and to wash using soap and water ready for use the next day.
- Staff are welcome to provide their own facemasks. It is recommended they change their facemasks a minimum of once per day (inline with recommended guidelines).
- If using gloves or facemasks they should not be disposed of in the office, but should be applied and removed outside of the office using guidelines for such. If required to dispose of either onsite they should be disposed of directly in basement bins (not in office bins)



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- Staff should maintain a minimum distance of at least 2 meters from each other at all times and follow good respiratory etiquette such as coughing in
- Staff should clean down desks and all surfaces they have used with bleach/ spray at the beginning and end of each shift
- Staff are responsible for informing themselves about the symptoms of the disease and should monitor and manage their own wellbeing. If you display any signs or symptoms, you must self-isolate and contact your GP. Should symptoms develop during a shift, management should be informed immediately. It is recommended that you check your temperature daily and arrange for annual leave if you have concerns regarding a fever.

Please note you are responsible at all times for your own health, you should always follow the advice of your GP and the HSE.

If you have any concerns or recommendations, they should contact Martin Doran and/or Jennifer Allen.