

D2 Covid-19 Procedures



With both Jersey and Guernsey now indicting there is light at the end of this unprecedented tunnel, thoughts of the 150 business's in our managed buildings are now turning to the significant challenge of planning for reoccupation when their respective Governments allow. Having put in place well received processes for the communal areas within our buildings, the common question from our Occupiers was "what should they be doing within their own demise".

A very difficult question, with no right or wrong answer and from a simple Google search you will see there is now 1,000's of articles in circulation with advice, so rather than repeat generic information below is what D2RE are planning to do when we return:

Phase 1: All subject to Government rules & guidance

- 1 Our staff will be split into two teams. One will work from home whilst the other is in the office so physical distances can be created and it makes sense from a business continuity point of view.
- 2 Having the benefit of 2 doors to our office we will have an entrance and exit door to minimise close contact. Given the size of our offices one way systems are not possible.
- 3 To reduce regular touch points on desks our staff will take a disposable paper sheet each day (recycled of course) to place their keyboard, mouse and phones upon.
- 4 Sanitiser stations located at our entrance & exit doors.
- 5 Daily cleaning with particular focus on touch points such as handles, keyboards, kettles.
- 6 Alcohol wipes situated near shared touchpoints.
- 7 Signage to prompt good habits located round the office such as hand washing (downloadable from Government of Jersey website).
- 8 Make our office more "hands free" by installing door openers that can be used by feet and wrists.
- 9 No making of teas/coffees for others.
- 10 One person at one time permitted in kitchen with alcohol wipes placed next to kettles, taps and water machines.
- 11 Clear desk policy to remain.
- 12 Removed 50% of chairs in our meeting room.
- 13 Continue with our daily Microsoft Teams video calls.
- 14 Flexible working practices to continue, particularly where staff have childcare needs.

The above will be confirmed via a Risk Assessment of our offices when we are permitted to return.

The last 2 months has shown us circumstances are everchanging and whilst budget, size, number of occupants, layout and location will have contributing factors, we hope this gives some insight as to what can be done to plan for reoccupation at minimal expenditure.

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