

CQ2

Since the COVID restrictions have come into force, CQ2 looks slightly different.

Below is a brief guide to the changes to help you if you haven't been into the office for a while, but please note to reduce the risk of cross infection it is essential that we keep numbers of staff at a minimum in our offices in order to comply with Welsh Government COVID guidelines and regulations. Therefore we continue to ask you to work from home and only attend the office if you are rostered to work on the National Contact Centre or the National Health Protection Response Cell or have approval from your Manager to attend.

Entering the Building:

Entrance is only via ID Badge. Current guidance is that you don't have to wear a facemask in reception areas, but if you feel more comfortable wearing one then please do.

Stairs/Lifts:

The stairs are now one way – the stairwell by the barriers on ground floor are up only and the stairs to come down are found behind the lifts. Direction of travel is signposted at all stairwells.

Signing in/QR Codes:

Each floor has a sign in sheet as well as a QR code. Please ensure that you scan, if you have the ability to do so. All staff must sign in and out on the sheet provided. The sign in sheets enable Facilities / Estates to review the staff numbers in on the floors but will also assist Track and Trace should the need arise.

One Way systems:

Each floor now has a one way system in place and it is essential that you follow the arrows around the floor and do not deviate from the designated routes.

Toilets:

The toilets are now only to be used by one occupant at a time. To support this a cone system has been introduced to indicate occupation – if there is someone in the toilet then the red cone is placed in the middle of the door way. Please remember to push it back to the side when you leave. Cones should be moved by foot and not hand.

Please be mindful that our neighbours on floors 1 and 2 have their own system in place.

Kitchens/Print Room:

Floor kitchens and print rooms occupation capacity has been reduced to 1 person only – please wait at a suitable distance for the area to clear before entry.

Desks:

The Facilities/Estates team have cleared desks to ensure we comply with Welsh Government Covid guidelines and regulations, and adhere to the COVID social distance guidance of being 2 meters apart.

If you are working for the National Contact Centre or the National Health Protection Response Cell on floor 4 then please speak to the contact centre Manager / Supervisor on the day regarding desk allocation.

If you are coming in for other reasons, you are welcome to sit anywhere on floor 3, 5 and 6 – there is mixture of old/new style docking stations available and most desks are equipped with dual screens.

Please ensure that you wipe with antibacterial wipes the desk, keyboard, mouse, chair arms and desk phone before you sit down and again when you leave the desk at the end of the day. Do not leave any personal belongings on desks – everything is to be removed at the end of each day.

Wipes are found on each floor at various places and are regularly replenished.

Staff Area on floor 6:

Due to social distancing this area can only hold a reduced number of people – if the area is at capacity then please try again later.

Meeting Rooms:

Meeting rooms are still available via the meeting room booking system however COVID meetings take priority. Again we are asking that you arrange meetings or attend meetings virtually via Teams and do not come into the building to attend in person. External visitors should not attend meetings held on site.

Tea/Coffee/Milk

Please bring in your own supplies; do not share your items or food with colleagues and please do not 'make a round'. Please ensure that you wash all cutlery and crockery before use even though it has been washed by the dishwasher.

