

MATRIX HOUSE

Since the COVID restrictions have come into force, Matrix 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 to the building is via key pad at the main door. If you don't know the code, then please buzz up to PHW and you will be let in. Entrance to our floor is 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 lifts are one person only. The main staircase is still in operation as up and down, please do not cross anyone on the stairs.

Signing in/QR Codes:

There is a sign in sheet as well as a QR code in the door way. 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:

There are one way directions in place in some areas, please ensure that you follow the floor signs and keep your distance in the walk ways.

Toilets:

The toilets are only to be used by one occupant at a time. The internal door is left open for you to see inside. If occupied, please wait until the area is clear.

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 then please speak to the contact centre Manager / Supervisor on the day regarding desk allocation.

If you are coming in for other reasons, please contact PHW.Facilities@wales.nhs.uk in the first instance to ensure that there is a desk available.

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:

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.