

Staff 'Back to Office' Handbook



May 2020





Back-to-Office

Welcome to the Elekta UK
Back-to-Office Staff Handbook

Our aim in producing this document is to create a one-stop information point where you can access all the information you are likely to need in relation to our return to the office following the Coronavirus lockdown and working from home. The handbook has been written in line with the Elekta UK Office Coronavirus Risk Assessment which will be sent to everyone separately. The Risk Assessment can also be found on the Coronavirus section of 'The Hub'.

I hope you find this a useful guide. However, if you are unable to find the answer to your question here, please feel free to contact your line manager or HR who will certainly be able to find an answer for you.

It is important that all employees follow the advice given in this handbook, it is intended to keep us safe at work. If there is a reason why you feel it may be challenging for you to follow the advice then you should speak to your line manager or a member of the HR team. We will work to find a mutually acceptable route forward but do reserve the right to request an employee leaves site if they refuse to follow reasonable instruction and therefore place colleagues at increased risk.

Best wishes,
Steve Wort

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Day One—The Plan

Phased Return



When we return, we fully recognise the need for our staff to work safely whilst maintaining social distancing. For this reason, we will have a phased

return to the office. Further details of the 'Phased Return Plan' can be found later in this handbook.

Face Mask Use



Further to Richards Hausmann's COVID-19 communication sent on 24 April, as a business we have decided in the interest of you and your colleagues to

insist upon the wearing of masks whilst on the Crawley site. This decision is taken with your best interest in mind. This came into effect on Monday, 27 April.

When entering the site, you will be issued with a surgical mask. Instructions for how to fit these masks as well as dispose of them are shown in the FAQ's listed later in this handbook.

Social Distancing



It is vital that when returning to work we all continue to practice the recommended social distancing. Details on what measures Elekta UK has

put in place to help everyone adhere can be found later in this handbook.

Temperature Testing



In line with many other companies, to help minimise any risk of spread Elekta UK will be carrying out staff temperature checks on entry to the

facility. This has already been in place for several weeks within manufacturing.

Further details of the process to follow when entering the office will be clearly communicated in Reception and on the Coronavirus staff information section on 'The Hub'. Anyone who is found to have a temperature higher than 37.3C will be asked to return home and seek medical advice. It is important to note that a temperature above 37.3 does not necessarily mean you have Covid-19.



Reception, Coffee Shop and Restaurant Services

The main Reception, Coffee Shop and Staff Restaurant will open when we return but with some simple

changes and restrictions in place to ensure the safety of everyone and so that social distancing can be maintained. Details of these can be found later in this handbook.



Staff Welfare Support

Elekta's number one priority is keeping our staff safe and healthy especially with regard welfare and mental health during these

challenging times. Details of the staff welfare support in place can be found later in this handbook.

Continued Cleaning Regime and Hand



Sanitisation Stations

Since the start of the pandemic we have had an enhanced continuous cleaning regime in place

including the regular cleaning of key hand touch points. This will be increased and remain in place. We will also put in place 'Hand Sanitiser Stations' which will be located in every building entrance and outside every washroom facility. Across the campus.

Risk Assessment



Every business needs to assess and manage the risks of Covid-19 and measures we are taking to minimise them. We have completed

a UK Elekta Risk Assessment which will be communicated separately via e-mail. A copy can also be found in the Coronavirus information section on the 'Hub'

Our Phased Return Plan

In order to help maintain social distancing we will be introducing a phased return to the office for UK Elekta staff who have been working from home. Our plan is to have 3 key stages as follows:

Stage 1: Voluntary return for those staff where it is difficult or not possible to work safely and effectively from home.

Stage 2: Staggered Working Week: Return of all staff. 50% of staff working in the office alternating week by week as follows:

50% In: Mon-Wed
(Thurs-Fri working from home)

50% In : Thurs-Fri
(Mon-Wed working from home)

Stage 3: Office Fully Open as normal – Social Distancing restriction lifted.

The above plan will allow everyone to use their own desk without hot-desking and allow social distancing to be maintained.

Your Manager will advise which group you will be in, which days you will be in the office and which days you will be working from home. Consideration will be taken for those that have Child Care issues, use public Transport or are within the Covid-19 Vulnerable person category.

Prior to return all staff must ensure that they have none of the key Coronavirus symptoms : 'A High Temperature' or 'a new, continuous cough'. If you have these symptoms you should self-isolate, seek medical advice and advise your manager.

Face Mask Policy, FAQs and Continued Hygiene Requirement

Why am I being asked to wear a surgical mask?

Answer: Elekta want to do everything possible to reduce the risk of cross contamination and safeguard our staff. Our Executive Management have a firm belief that wearing a mask helps to reduce the spread of Coronavirus as Richard Hausmann communicated (Fri 24 April).

How will the masks be given to me?

Answer: When entering the site, you will be issued with a surgical mask. Instructions for how to fit these masks as well as dispose of them are shown below. Before leaving each day, you should collect a new mask on exit from the distribution point for the following morning.

How often should I change the mask?

Answer: You will be provided with access to a face mask each day and a replacement will be available when required. If you find you need it replaced, please obtain/request a new mask from the distribution point.

How do I dispose of my used masks?

Answer: Used masks should be placed in the specially marked Bins. These will be placed in each building within the entry/exit points and be clearly marked (see below). Under no circumstances should you place them in the normal general or recycling bins.

Can I take the mask off to eat?

Answer: Yes—if Social Distancing is maintained then you can remove your mask



when eating. Your mask should be placed in a safe place away from a surface when not in use. Your hands should be cleaned and/or sanitised each time you remove and put back on your mask.

I sit in an office on my own—do I need to still wear one?

Answer: If you are isolated and in an office on your own then you can remove the mask when working. A mask should be worn when interacting with colleagues or when walking through communal areas. Your hands should be cleaned and/or sanitised each time you remove and put back on your mask.

Can I make my own face mask to help save waste?

Answer: No – please use the mask allocated to you by Elekta.

Do I still need to wash my hands and use hand sanitiser?

Answer: The personal hygiene recommendations remain in place and you should wash your hands before putting on a mask and after removing and discarding an old mask. Hands as previously advised should be washed on a regular basis.

Do I still need to keep Social Distancing?

Answer: Yes. Wearing a face mask is an additional safeguard—we need to keep social distancing in place.



Social Distancing

Social Distancing Site Rules

Wherever possible all staff are asked to ensure they follow the continued recommended Social Distancing leaving 2M between yourself and others.

Defined Office Routes and Lift Use

To help with Social Distancing we will be putting in place defined routes on our staircases wherever possible. Clear signage and floor markings will be in place to advise what staircases can be used as follows:

Cornerstone Atrium Stairs: Up Only
Cornerstone Side Stairs: Down Only
J Building Reception Stairs: Up Only
J Building Middle Stairs: Down Only

Only one staircase is located within C Building and Crompton Fields. Staff are asked to let colleagues already using the staircase to complete their journey before using themselves.

Individual lift use within Cornerstone will be limited to two people only. If when the lift stops and opens more than two people are using, please don't enter but wait until a lift becomes available. There are Social distance markings on the floor both inside and in front of the lifts for those waiting and using.

Desk, Copy Room and Meeting Room Use

Please ensure that you only use your allocated desk. The phased return plan we have in place will always allow a minimum

of one empty desk between you and a colleague. If this is not the case, please advise your Manager immediately.

Only one person should be using the copy area at any one time.

Video conferencing should be used wherever possible. However, it is recognised that on occasion the use of a meeting room may be required. Only large meeting rooms should be used which allow the social distance rules to be maintained (2 metre distance). No catering hospitality should be ordered for a meeting.

Whenever you leave your desk at the end of the day, a meeting room or Copy Area you should wipe surface down using the specialist wipes provided.

Rest Room Etiquette

Social Distancing should continue when using the rest room facilities. If when entering, you find them busy we would ask that you use an alternative facility or wait a few minutes until such a time that social distancing is possible.

Gentleman should note that only one Urinal will be in use within each facility.

Reception, Coffee Shop and Restaurant Services

Reception and Coffee Shop

Reception and the coffee shop will be open on return, but it is important that social distancing is maintained to ensure the safety of both staff and patrons. We would ask all users to:

- Adhere to and use the social distance marks in place
- Please stand behind the safety screen that has been installed
- To help reduce contact payment must be made by card—not cash. Please ensure you have a suitable payment card ready.
- If a long queue is in place, wait a few minutes before returning.

Staff Restaurant

The staff restaurant will be open on return (including breakfast) but with a reduced menu. The daily and weekly menu will be communicated in the usual way. To help ensure that social distancing is maintained staff are asked to note the following:

- During lunch there will be service time slot for each building and or floor. This will stop the build-up of a large queue. Time slots will be communicated each week.
- Please follow and adhere to the floor social distance markings in place

- Please stand behind the safety screen that has been installed.
- Take away disposable containers, cups and cutlery will be in use for the foreseeable future.
- Please note that payment is by card only. Please ensure you have a suitable payment card ready as you approach the till area.

Individual tables—placed to allow suitable social distancing—can be used to eat. Under no circumstances should tables be moved or pushed together, or the 2-metre social distancing rule be broken.

Eat at Desk Policy

Due to the restrictions in place the current policy of not eating at a desk has been lifted. Staff should they wish can eat at their desk. Your mask should be placed in a safe place away from a surface when not in use. Your hands should be cleaned and/or sanitised each time you remove and put back on your mask.



Break Out Area Use

The Breakout areas across the campus will be in use on return. Staff are asked to note the following:

- Please follow and adhere to the floor social distance markings in place
- The use of china cups and glasses has been removed. Disposable paper cups are in place for tea and coffee
- Please dispose of old cups in a timely manner

Staff Welfare Support

Mental Health Help and Other HR Initiatives in Place

Mental Health First Aiders (MHFAs)

Please be reminded that we have MHFA's in the UK who can provide support in respect of employees who are experiencing mental health issues. All the MHFAs have had full training to be able to offer the level of support and where appropriate signpost you to obtain external support. All MHFAs understand the importance of confidentiality and discretion. If you contact a MHFA they will explain the parameters within which they can listen to and support by signposting appropriate further advice to you.

More information can be found on 'The Hub' by opening the UK HR page, Wellness, Mental Health.

The Employee Assistance Program (EAP)

The EAP is a support service available to all UK employees. It provides a wide range of services, available to you 24 hours per day. The experts / trained advisors work with you confidentially to support you whether it is practical advice, or counselling support.

Please use this service if you are concerned or feeling anxious about returning to work. To speak to the EAP please contact 0800 015 5630.

Occupational Health

Occupational Health is a medical specialism primarily concerned with assessing the impact of an individual's health on their work role. All UK employees have access to meet with an Occupational Health Advisor who provide independent specialist health advice to the Company, to help make informed management decisions about the impact of an employee's health on their ability to work effectively.

If you would like to speak with an advisor, please speak with your line manager or contact your local HR Business Partner.

Working Flexibly

If you have concerns about the practicality of returning to the office or working your full hours, please in the first instance speak with your line manager. Communication is key, and it could be that for an interim period you will be able to work flexibly (i.e., increased working from home, starting earlier or later).

Fire Marshal and First Aid Support

Fire Marshals (FM) and First Aiders (FA) will be in place. If you are a FM or FA, please add your details on the team 'Elekta Crawley Site Safety' Emergency Contacts (which will be sent) for the dates you are due on site.

IT Support

IT resources will be on site to support the return to work process and the IT assist portal will continue to be fully operational and the standard process for addressing any issues. The IT team will continue to support all remote, as well as the onsite workers and where possible will try to remotely fix any issues. If you have a hardware issue, please make sure when getting direct assistance that you maintain appropriate social distance. When delivering or collecting IT equipment there will be a drop off and collection counter like those seen at retail outlets.

For any staff who have equipment at home which needs to be returned, then please make sure you directly book a slot with the onsite IT resources for the installation activity. This will ensure that we have adequate capacity for the hardware installation activity. When returning the equipment, you will be asked to return it to a specific point where it will be collected, checked against the IT asset register, cleaned and reinstalled. Where IT equipment will continue to be needed for remote working then no request to

IT should be made. IT will only reinstall office equipment when the individual no longer requires equipment for home use. Resources who have equipment at home but who need to come to the office should check with their line manager about the allocation of an appropriate workstation.

Visitor Policy

Elekta's number one priority is keeping our colleagues, customers, contractors and visitors safe and healthy.

For the foreseeable future only business essential visitors are allowed.

Wherever possible, minimize or cancel visitors and hold Skype/Teams meetings. Video conferencing should be used wherever possible.

If the attendance of a visitor cannot be avoided, then they will be required to maintain Elekta UK Covid-19 site procedures including:

- Completion of a Visitor questionnaire on arrival
- Temperature Testing on arrival
- Wearing of a face mask
- Always maintain Social Distancing



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