

## COVID-19 Update for UK Employees | 12/08/2020

### Back to Office Update

Work to prepare our main UK offices for a phased return continues, with teams working hard across the country to ensure sites are ready.

#### Key highlights over the last week include:

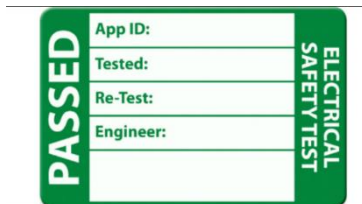
- Desk screens continue to be installed across the different floors at Rugby, and requirements have been confirmed for other phase one locations including the Marine office in Southampton
- Work is also progressing at phase two offices, with a review planned at Peterlee, and screen requirements finalised for Nottingham, Shefford and Peterlee
- Instructional videos for employees covering the return to office, and desk cleaning, have been finalised
- The 4<sup>th</sup> floor team have been briefed prior to the two-week trial of a return to Rugby office, which begins next week
  - Manager 1-2-1s have been held with each employee in advance, and regular feedback sessions will be held on the first day and throughout the pilot



While the trial is an important stage in the process, we want to remind all employees that this does not mean offices will be reopened in the immediate future. As communicated last week, a list of criteria must be met before any decision is made by the RRT to reopen offices. Any return will be phased and gradual according to business need, with temporary capacity levels in place.

**Please continue to work remotely** and use digital methods, e.g. Microsoft Teams, to keep in touch with colleagues and other parties. It is important that we all understand the importance of adhering to this and do what we can to prevent a potential spread of the virus.

### PAT Testing



We have had one or two queries from people remote working about portable electrical appliances requiring retesting, for example at Rugby where they were last examined in June 2019; HSE Guidance allows for equipment such as laptops and computers to be examined every 2 years and therefore, in such cases, there is no immediate need to arrange retesting; however, as remote working continues, this is something we are keeping under review.

If, however, anyone is using equipment that was tested more than 2 years ago, they should discuss this with their manager in the first instance to agree an appropriate remedial action.