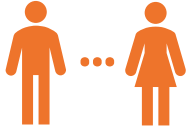


WORKPLACE SAFETY

A handy guide to keeping safe in the office





Maintain social distancing

Stay two metres away from other people at all times

Follow all of the signs around the office, including the one-way system

Don't forget your pass, to minimise queues at reception



Keep your hands clean

Hand sanitiser is available throughout the office

We've installed special antibacterial handles on doors

Wash or sanitise your hands before and after touching any equipment



Wear a mask when moving around

You need to wear a mask while you're in the office and not sat at your desk or in a closed meeting room. This includes walking around the office on any floors, in the atrium or coffee and kitchen areas.



Follow meeting room and lift limits

Check the maximum capacity on lifts and meeting rooms

If lifts are full, use the stairs if possible, following the one-way system

Space yourself at least two metres apart in meeting rooms



Keep your desk clean and clear

Do not sit at desks with a red sticker

Wipe down your desk at the start and end of every day

Take everything with you at the end of the day



Using our facilities

Café Dalucci is currently closed, but kitchen and coffee areas are open

Showers are open on the 3rd floor

There is capacity for 60 bicycles to be parked on site

**If you have any questions, get in touch at
griffinhouseenquiries@libertyglobal.com**
