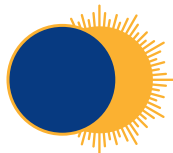




# Returning to the workplace

A short guide for staff who have  
been working from home



Royal Hospital for  
Neuro-disability

**We're looking forward to being back together at the RHN very soon. It's been almost three months since the hospital was 'locked down', and while a lot has happened in that time, the RHN and its gardens are as beautiful and welcoming as ever.**

We understand you may be concerned or anxious about coming back to work, or travelling to and from the RHN. This guide contains information about the measures we've put in place to make sure you have a safe return to the hospital. We want to reassure you that your health, wellbeing and safety is really important to us, and we hope you find this information helpful.

- 1** Your manager will speak to you before you return to the RHN – please raise any concerns you have with them. They'll help plan your return date, and discuss start and finish times. It may be possible to work slightly different hours for a while, to avoid busy public transport or support your child care arrangements.
- 2** When you arrive, please enter via main reception – all other doors are closed. You'll be directed to the hand-washing station in the main corridor to thoroughly wash your hands. At busy times there may be a queue, maintaining 2 metre social distancing.
- 3** Unless you work in a clinical area, you don't need to wear scrubs or change your clothes when you arrive. If during your day you need to go to a ward or patient area, you'll need to change into a pair of scrubs, available from the Maxwell Library. Please follow the instructions for sending your scrubs to the laundry afterwards.
- 4** You'll be given two protective disposable face masks each day. Please wear a mask at all times while in the hospital and gardens, unless you're in an office by yourself. A face mask covers your mouth and nose, ties around your ears and is effective for six hours. If you're working for longer than six hours, you'll need a second mask, which you can also use to wear on your journey home, and back again the next time you travel in to the hospital.

Face masks will be distributed once you've washed your hands at the hand wash station. Wear the mask with the darkest side on the outside, and bend the rigid part of the mask to fit comfortably on the bridge of your nose.

5 Once you have your mask, go straight to your place of work. Please observe social distancing in the corridors.

6 Your office space will need to be two metres' distance from your colleagues. To achieve this, offices may need to be moved around a bit. As the workforce returns to the hospital gradually, there will be time to discuss this with your manager and find solutions that work for the team.

7 During the day, be considerate of others. When using the kitchen or bathroom facilities, make sure you observe the social distancing rules and wear your mask at all times.

8 Reed's café will initially reopen with a takeaway service only. Please see signs in reception and on escreens for detailed opening times and menu options. Please come prepared for the day at work, by bringing in your own food and drinks.

9 Zoning in the hospital will continue until the end of June. You must not visit the zoned areas unless you have a specific work requirement to do so. If you do enter a clinical zone, please wash your hands before and after entering a zone.

10 Fire: the fire safety and evacuation process remain unchanged. In the event of a fire, or on hearing the fire alarm, please evacuate the building using your nearest available exit and follow advice from the fire wardens. Please observe social distancing while you're waiting to be allowed back in the building.

**On the next page, we've included some FAQs.**

# FAQs

## Can I go outside in the garden?

Yes, taking a walk or break in the garden is important. Please wear your mask when you're outside and observe social distancing rules at all times.

## Are the smoking shelters in use?

Yes, you may use the smoking shelters. Ensure you observe social distancing and don't congregate in the shelters with others.

## What if I feel unwell at work?

If you become unwell at work, please tell your line manager and remain where you are. If you have symptoms of COVID-19 you may be asked to have a screening test (swab) and isolate until you're fit to return for work.

## Is it okay to use public transport?

We're encouraging staff to drive, cycle or walk to work while the public transport services are busy, but we're also aware that for many staff, this will be difficult. If you'd like to explore options of car shares, please speak to the HR team or your manager, who may be able to help you find someone who lives nearby who could offer you a lift. If you do travel on public transport, please wear the mask supplied by the RHN and wash your hands before and after travel. Keep an eye on Workplace and the escreens for details of our shuttle bus to and from Clapham Junction.

If you have any concerns about your safety or that of others while you're at work, or would like to discuss your workplace, please contact your manager or look at the RHN website for more information.

Remember that we're all working together to ensure the safety of our patients and our workforce. We know that recent times have been incredibly challenging for both staff that have worked from home and for those who've been in the hospital. Our aim is that as we come back together, we support each other and stay healthy.

**We look forward to seeing you soon.**