**LET’S TALK CHECK-IN MEETINGS –GUIDELINES FOR MANAGERS**

We are still following Welsh Government guidance ‘to work from home, whenever possible and safe to do so’.

However, over the summer months, managers might wish to give their team the opportunity to come into the workplace to meet up with themselves and work colleagues after perhaps only seeing them virtually since the start of the pandemic.

We are calling these ‘Let’s Talk Check-Ins’ and they give the manager the chance to facilitate catch up meetings with their teams whilst encouraging work colleagues to meet up again in person.

This is not a mandatory arrangement and therefore some employees may decide not to take up the opportunity, or may prefer to attend remotely. Managers should discuss this further with their employees.

When a manager arranges a ‘Let’s Talk Check-In’ catch up with the team, the following guidelines must be put in place to ensure a safe environment:

**1 ) Prior to the ‘Check-In’ Meeting**

**What risk assessments must be in place?**

Managers must ensure a workplace risk assessment is in place as follows:

* Any return to the workplace must be subject to a workplace risk assessment and also following the guidance in ‘[Returning to the Workplace Process following Covid-19 lockdown’](https://www.npt.gov.uk/media/15071/return-to-the-workplace-following-covid19-guidance-amended-05_01_21-1.pdf?v=20210108091450).

This guidance contains information on the corporate workplace risk assessment.

* You must ensure that a service specific workplace risk assessment is in place prior to your team returning to the workplace.

* You should share the workplace risk assessment with the employees before they attend the workplace and ensure each individual understands that it is their responsibility to adhere to the safety measures.
* If employees wish to attend a ‘Check-in’ meeting and have concerns, there is a [risk assessment tool](https://gov.wales/covid-19-workforce-risk-assessment-tool) developed by the Welsh Government for NHS and Social Care employees who are vulnerable or at risk of contracting the Coronavirus, including Black and Ethnic Minority employees in particular, has been recommended by Welsh Government as best practice for all workplaces.

You might wish to make the employee aware of this individual risk assessment tool and discuss their concerns with them.

**What general safety measures must be put in place?**

Managers and employees must adhere to the following safety/control measures and managers must communicate these to their teams **prior** to the ‘Check in’ meeting:

* You may wish to discuss with your team the option of taking a Lateral Flow Test (LFT) prior to coming into the workplace. Employees must NOT attend the workplace following a positive or inconclusive result.

This is a voluntary arrangement and must only be encouraged and not made mandatory.

* Face coverings must be worn at all times (unless exempt) when moving around a building which includes in areas closed to the public, for example a reception area of an office building. They must be worn if a 2 metre distance cannot be achieved.
* Hands must be sanitised regularly with the sanitisers provided.
* Face coverings will be available to employees from the Front Desk/Reception, if they attend without one.
* You should encourage employees to bring in their own food and drinks to avoid the use of communal facilities and kitchens.

(If employees wish to use the communal kitchen, they must follow the safety measures listed further down, under the section ‘**During the Check-In Meeting**’.)

* Remind your team that social distancing must be maintained at all times and when entering and leaving the building, in the car park and in meetings.
* If anyone is planning on using ICT equipment whilst in the office, they must bring their personal laptop into the office to avoid using shared equipment.
* If anyone is returning who needs a Personal Emergency Evacuation Plan (PEEP), you must ensure that there are adequate measures in place for the safe evacuation of the employee.
* In the event of an emergency, the Front Desk/Reception should be contacted.

**How do I arrange a ‘Check-In’ meeting?**

It has been agreed that only 20% of employees should attend each of our office locations at any one time.

Managers must ensure the following arrangements are made:

* Accountable Managers MUST ensure that a maximum of 20% of their team attend the office at any one time or that building occupancy does not exceed 20% (please note that the 20% occupancy includes meeting rooms/Committee Rooms).
* If applicable, always check with the Accountable Manager to ensure that there is no more than a maximum of 20% of their team in the building at any one time and arrange the ‘Check-in meeting’ around the occupancy.
* Ensure a suitable room/space is available to accommodate the numbers attending the meeting and that social distancing can be maintained.

**What safety measure must be followed when entering and leaving the building?**

Managers to communicate the following to their teams before the meeting takes place:

* Employees must wear a mask (unless exempt) and sanitise their hands before entering the building and on leaving the building.
* Everyone must enter and leave the building by the main entrance using their swipe access card.
* On arriving and leaving the building, all employees MUST report to the concierge (if applicable) to be signed into / out of the building.
* Everyone to arrive at the office no earlier than the time arranged for the ‘Check- in’ meeting.
* Everyone must leave the office on time when the meeting has finished. Nobody **must** be in the building after 5pm*.* This must be strictly adhered to allow Cleaning staff to carry out their duties.
* Nobody stays in the building after this time or re-enters/uses the building after the meeting has finished.

**2) During the ‘Check-In Meeting’**

**What safety measures must be followed during the ‘Check-in’ meeting?**

Managers must put the following measures in place (employees also have a duty to ensure health and safety requirements are followed):

* Ensure that an appropriate area or room is used for the number of employees attending the meeting. No furniture must be moved.
* Everyone must sit a 2 metre distance apart throughout the meeting and social distancing measures must be maintained throughout the visit.
* Windows should be opened to improve ventilation.
* You should advise your team to clean the area they are using with the general cleaning wipes available before the meeting starts. Wipes are also available to clean touch points such as the printer, kitchen, storage cabinets etc
* At the end of the meeting, ensure that everyone wipes down the work area they have been using, that the area is cleared of all items (except for any fixed ICT equipment) and any waste and belongings are removed. Tops of cabinets, tables and floor space must also be cleared before leaving.
* No visitors, service users or public to be invited to the Civic Centre during the meeting.

**What other safety measures must be in place when visiting the workplace?**

Managers to ensure their teams are aware of the following key messages from the corporate workplace risk assessment:

* During their visit, people will be expected to minimise their movement to those spaces that are essential for them to use. If people move around the building, it is recommended that a face covering is worn and that the hand sanitiser available is used.
* There is clear signage in place showing the maximum occupancy of the toilets. If anyone enters the facility and finds that the maximum occupancy has been reached, they must return to the corridor and wait for someone to exit.
* Social distancing is in place in our shared kitchens and maximum occupancy signage is clear.

If employees choose to use the communal kitchens and facilities, they must adhere to the following:

* personal items of crockery/cutlery are washed and **immediately removed.**
* any waste must be disposed of in the bins provided.
* hand soap/hand towels are available in all kitchen areas.
* all kitchen fridges will remain available for use.
* if using break out areas with tables and chairs, social distancing rules must be maintained.
* Work colleagues should avoid making refreshments for each other. Any cups, mugs, crockery, cutlery used should be immediately washed up and put away after use.
* Nobody must bring in sweets/snacks to share with their work colleagues.
* Personal items should not be kept in communal areas e.g.coats.
* Remind employees not to congregate or have discussions for example in corridors or communal areas as this makes it difficult to keep a distance of 2 metres when passing another employee.
* Encourage individuals to use the stairs rather than using the lift if possible.
* If the lift is used, only one person at a time is permitted. Hands should be washed/sanitised prior to entering and upon leaving the lift.
* Only one person at a time should be within the printing/photocopying area. Wipes are available for employees to wipe down touch points on this equipment.
* Sharing of equipment with each other such as staplers, stationery etc. must be avoided.