

# MEMO

**Ref:** 014  
**Date:** 27<sup>th</sup> July 2020  
**To:** All office staff, Contracts Managers, SHEQ Advisors  
**From:** Aidan Clarke  
**Subject:** **COVID-19 Update on plan for re-opening main offices**

In line with evolving Government guidelines, whilst “working from home where you can” will continue to be the default option, from Monday 3<sup>rd</sup> August we plan to re-open the offices at Penkridge, Leyland and Wakefield for a small number of employees.

This will be prioritised for employees on a needs basis, and might include for example:-

- those who do not have adequate facilities to continue working from home
- those who prefer to work in the office for welfare/wellbeing reasons
- those who need to be in the office to effectively carry out their role
- those who need to undertake training e.g. Navision updates
- those teams preparing for implementation of Navision updates.

Our SHEQ Team have undertaken detailed Office Reoccupation Risk Assessments for each of the three offices to ensure the risk of transmission of the virus is minimised. We will of course communicate these to people returning to offices to ensure you understand and are familiar with the new working environment.

It is unlikely in the foreseeable future that the offices will be re-populated to 100% of their previous occupancy levels and a blend of staggered office and home working is likely to continue for the medium term. So, for the time being, many of us will continue to work from home where we can, to afford maximum protection for others. Please continue to be mindful of the advice previously circulated to support this, which can be found [HERE](#) on our website.