



The Exchange Burnley  
Barden Lane  
Burnley  
Lancashire  
BB10 1JD

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### **IMPORTANT - Face Covering Guidance for Offices and Training Venues**

In order to address the risk of the virus spreading through close contact in office settings, where distancing cannot be guaranteed to be maintained, the following measures for wearing of face coverings are now in place:

- Staff and County Councillors will be required to wear a face covering upon arrival at the main entrance to the office site, before entering the site; when in transit through corridors and all communal areas; and must only remove the face covering when seated at their desk;
- A face covering must be worn throughout the working day when leaving your desk and travelling through the corridors and all communal areas of the building, including while accessing washroom facilities, kitchens, break areas, print areas, meeting and training rooms;
- Face coverings must only be removed upon arrival in a meeting/training room where there are distancing control measures in place, or in a break area where food or drinks are to be consumed and where there are distancing control measures are in place;
- Those who are already exempt from the existing face covering obligations, due to an underlying health condition, will be exempt from these new obligations;
- People must limit movements between floors of buildings and remain on their designated floor where possible, except when accessing communal facilities as outlined above;

- Washroom cubicles that have been closed in recent months, will be reopened as it is considered safe to do so, due to introducing the wearing of face coverings. This will also mitigate against contact when queuing in confined spaces and ensure sufficiency of washroom facilities for the numbers of staff working on site;
- There will be no change to the current closing off of urinals, as unlike cubicles, there are no other barriers of separation in place;
- People should spend as little time at sinks as possible, which should be used for hand washing only, following the minimum 20 seconds hand washing guidance, and to deter from obstructing access to sink space through prolonged use of mirrors for personal grooming purposes;
- Face coverings will not be supplied by LCC use in the workplace. Staff will be required to ensure face masks are appropriate for the workplace and do not consist of any inappropriate or offensive images or wording.
- Managers must ensure all staff adhere to the new protocols and lead by example.
- Staff who are working in cleaning operative, site support or maintenance roles will be required to wear a face mask unless there is a guarantee that the required distancing can be maintained at all times, e.g. sole workers, discreet sections of buildings. This will be agreed with the FM operations managers and a review undertaken at all sites, including non-office sites.
- These guidelines are applicable to any visitors who may attend site and staff must ensure that visitors are provided with advance notice of the requirement for face coverings.
- Individual Service / site risk assessments in relation to face covering arrangements for all other non-office settings remains applicable and existing arrangements should continue with regular review as normal. However, where appropriate, this new guidance must also be adopted by staff and visitors in all other non-office settings in relation to being in transit through corridors, using communal spaces etc., as set out herein.

Car parking is free of charge. To locate our car park from Colne Road drive onto Barden Lane and past the campus (on your left hand side), then take your next left. From the Padiham bypass follow the road under the train bridge along Barden Lane and take the next right after Heald Road. Our main entrance can be reached by following the path at the bottom of the car park around to the front of the building.

**Please note that the office operates on term time only hours and so phone lines will not be manned during school holidays.**

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