



## COVID-19 Information



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## Our Schools

In line with the requirements of the DfE guidance for the Reopening of Schools, all United Learning schools will publish the findings of their COVID-19 risk assessments on their website from the start of the new academic year. To view these documents, please refer to the school's own website for information.

## Central Office

United Learning's central office functions have been thoroughly risk assessed against the BEIS guidance for Offices and Contact Centres and all offices are COVID-19 secure. The risk assessment itself and the systems and procedures document that accompanies it are stored on our intranet for access by all United Learning central office employees. At this time, we are continuing to prioritise working from home and are only supporting a restricted reoccupation of central office locations. The key control points linked to this are outlined in the guidance document below.

# Return to Office Guidance

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Whilst we are encouraging staff to continue working from home where possible, in support of those who need to return to the office, on 5 August we are launching a partial reopening of central office. This document provides an overview of the key messages linked to this process, however, any staff who may be considering taking up this opportunity must refer to the full guidance contained in the document '*Central Office Partial Reopening – Systems and Procedures*', located on the Reopening of Offices Hub page [here](#).

## Which offices are partially re-opening?



Worldwide House (WWH) in Peterborough and Southwark Bridge Road (SBR) in London are to partially open.

We are encouraging staff to continue working from home where they can. We are currently not looking at reoccupation, only making offices available to those who require it. Office access will only be permitted on occasion and for small numbers who need to use the office. Following government guidance, if public transport must be used, face coverings must be worn.

## When will the offices re-open?



**From 5<sup>th</sup>  
August**

The offices will partially re-open on Wednesday 5<sup>th</sup> August to those who have booked a desk using the central office booking system [here](#).



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## What times will the office be accessible?



Employees who travel to the office to work are only permitted on site between the hours of **8am and 4:30pm** for Worldwide House, and **8am and 5pm** for Southwark Bridge Road. All employees must leave the building no later than this to ensure relevant cleaning can be carried out.

## How many people can work in the offices during any one day?



In order to maintain a safe working place, there are a total of **22** desks available for booking at Worldwide House, and **8** at Southwark Bridge Road.

## How can I book a desk?

You can access the online booking system [here](#). Bookings will be available two weeks in advance and desks must be booked at least one working day in advance. Please do not make a booking unless you have received approval from your line manager. ***You will receive an email confirming your request.***



## What has changed?



Regular cleaning of contact touch points such as doors and exit buttons



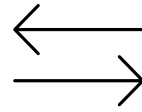
Hand sanitiser is readily available throughout common areas and within the offices



All workstations are thoroughly cleaned by our cleaning contractors at the end of each day. Each workstation has also been provided with spray cleaner and disposable cloths should users wish to wipe down their workstation on arrival at the office.



Cleaning equipment will be available for high contact areas such as printers



Social distancing will be in operation – apart from the booked desks, all other desks will be out of use and chairs will be removed to aid circulation.



All coat racks and cupboards are out of use at this time



Coats must be stored on back of owner's chair. Bags must be placed under the desk where the owner is working.



Signage will be placed around the buildings to identify one-way systems and restricted areas.

## For more information

Please see our Re-opening of Office page on The Hub. You can access the page by clicking [here](#).

