

Mexico NSO Deconfinement guideline

May, 2020



NSO Facilities Guidelines – Covid 19 - Deconfinement

Objective

- Provide a list of recommendations to be considered to enable a safe return to work
- Be prepared for deconfinement
- Make sure our staff, volunteers and visitors feel safe

Approach

- Use this list of recommendations at each site to review your infrastructure
- Always ensure compliance with local and country authorities
- Discuss with different stakeholders on site to understand/implement specific needs

New hygiene behaviors and office standards

- Inform and communicate
- Make it visible



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General principles

1. Safety of our volunteers, employees & contractors remains our priority.
2. Local health authority or governmental decisions must be respected.
However, our recommendations and the NSO policies could be more restrictive.
3. Timing of return to work must adhere to country authority decisions and local management. NSO leadership must have the space and take the responsibility to interpret and manage any related ambiguity and risk to ensure we operate in a safe way.



NSO Facilities Guidelines – Covid 19 - Deconfinement

- Where are the touchpoints to contemplate ?
 - Arriving at work
 - Entering the building
 - Being in the building
 - Working in the building
 - Having meetings
 - Catering
 - Vending machines
 - Receiving and sending mail & parcels
 - Well-being
 - Leaving work



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Arriving to office

- Make sure the safety Covid guidelines are visibly displayed when entering the site
- Temperature checks where deemed necessary can be decided locally
- Provide sanitizers for digital visitor systems – Questions on health can be introduced using visitor systems upon local management decision
- Condemn tourniquets

Entering the reception/building

- Gel sanitizers need to be visibly available
- Set up 2 meters space markings approaching the reception area and at the reception counter
- Reduce soft seating to allow for social distancing
- Reception staff/guards should wear gloves & masks, personal gel sanitizers must be available and (plexi) glass should be installed to protect them.
- Do not provide cloakroom, have no refreshments on display, no periodicals or newspapers, magazines in waiting area
- Sanitize visitor badges after usage



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Being/working in the NSO office

- Review floorplans to modify layouts – use 2 meters safety distance as guiding metric
- Take out chairs where possible and use signage to condemn usage of non-removable chairs or other seating
- Make sure available seating in meeting rooms is respecting social distancing
- Consider fixed desk policy in flex desk areas – short term
- Avoid using shared keyboards and mice – contact IT support for specific needs
- Reconfigure typical desk rows keeping 2 meters distance as a rule
- Do not use shared calling booths
- Review people flow/circulation where 2 meters distance cannot be maintained
- Use distancing stickers on the floor



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Being/working in the NSO office

- Have gel sanitizers at the entrance of the building and at frequently used areas
- Reinforce hand hygiene guidelines with signage
- Install signage to avoid using elevators – max 1 person at the time
- Ensure cleaning and disinfecting protocols at a higher frequency on touchpoints
- Door handles, stair rails, light switches, elevator buttons, phones, remote controls
- Sanitary blocks : higher frequency, use only paper towels – hygiene rules must be displayed
- Vending machines, water fountains
- All desks/stations should be sanitized daily and upon request at a higher frequency
- staff should keep work surfaces tidy and clean



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Catering

- Sanitizer at the entrance of catering areas
- Reminder of hand washing guidelines and distancing guidelines – stickers on the floors & seating
- If catering remains available
 - Only prepacked ; no buffets or self-service solutions
 - No condiments which can be shared on display
 - Food should be handed out by kitchen staff only
 - Consider possibility to pre-order if this enhances the safety guidelines
 - Extend opening hours to avoid congestion
 - Introduce one-way traffic in the restaurant if 2-meter distance cannot be maintained
 - Touchless payment only where applies
 - No socializing in restaurant areas
 - Consider a hygiene monitoring person at peak moments



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Vending machines and water fountains, break areas

- Wash hands or use sanitizer before using machines or taps
- Paper towels need to be available – do not use fabric towels
- Remove all unwrapped offerings
- Put social distancing floor stickers for waiting line
- Avoid social gatherings
- Do not take drinks for your colleagues



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Receiving mail/packages & sending mail/packages

- Frequently clean surfaces, pigeonholes and parcel delivery station
- Only use own pens when signing is still unavoidable
- Always wash hands after you unpack or open letters
- Opening days/hours should be reduced depending on local needs

Well-Being

- All gym/class should remain closed

Leaving Office

- Wash hands before leaving work

Review Stocks

- Contact suppliers to guarantee stock refill for the future



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Other recommendations

- This measures should be revised on a bi-weekly basis to adapt to new government measures
- Create a committee to attend the pandemic, 2-5 think better than 1
- Keep open communication with all the team members it's important to understand how do they feel about the “new normal”



THANKS !!!!

