

Your office essentials

As we open up our minds (and wardrobes!) again to working from the office for some of the time, many of us might be wondering what we need to bring with us to make our first day go smoothly.

We've prepared a checklist of office essentials, so you can focus on enjoying your first day back.



If you're new to the business and yet to experience the office, speak to your line manager about the support available to you.

- Visit the [office working pages](#) of The Insider**

You'll find lots of information, including a reopening Carnival House video, FAQ's and guidance on how to book a desk or collaboration space.
- Complete all mandatory e-learning**

Before arriving at Carnival House you'll need to complete an e-learning module 'Carnival House: Working with COVID-19 constraints'. The module is mandatory and available via [GLADIS](#).
- Book a desk**

To gain access to Carnival House you'll need to have booked a desk via the [Condeco desk booking system](#) and show Security your booking confirmation and evidence of your COVID-19 self certification. You'll find both of these on your 'Today' screen of the desk booking app. For ease try screen shotting the page before you leave home so it's easy to find.
- Plan your commute**

For the majority of us, commuting may take a little getting used to again. Remind yourself of how long your commute might take and think carefully about when you need to arrive and leave the office. Try to avoid peak times to help minimise queues getting into and leaving Carnival House. If you're planning on driving to the office visit the [office working pages](#) of The Insider to find out the latest parking situation.
- Remember your laptop (and work mobile if you have one)**

Don't let a lack of devices scupper your first day plans. You'll also need to remember to bring any charging cables for your devices.
- Bring your employee ID**

Your employee ID has likely expired however please do continue to use it until we contact you with an updated replacement. If you can't find your ID, or you're new to the company, head to Reception on arrival.
- Pack your headset**

To minimise noise we encourage everyone to use a headset while participating in virtual meetings. Pick up a headset from the Tech Bar or give the IT service desk a call on 02380 656000.
- Pack a face mask (if you'd like to wear one)**

Wearing a face mask whilst moving around Carnival House isn't compulsory because of the measures we have in place, however if you would like to wear a face mask please bring one in with you.
- Bring your own mug**

Whether a hot drink gets you through your morning meetings, or you're looking forward to a catch up with colleagues over a cuppa, bring in a reusable mug.
- Bring in a notebook, pens and any other stationery**

Help to minimise movement around the office by bringing in everything you need, including stationery. All usual items will also be available from the hubs on each floor in case you don't have any readily available.
- Bring layers to adjust to the air conditioning**

To allow a fresh circulation of air around the building, we're adjusting the air conditioning throughout the day. Bring layers so you can adjust to the temperature changes.
- Familiarise yourself with the Hidden Disabilities Sunflower lanyard scheme**

We're pleased to be participating in the [Hidden Disabilities Sunflower lanyard scheme](#) at Carnival House, a scheme where anyone with a disability or health condition has the option of wearing a Sunflower lanyard to help make their condition visible to those around them.

