



# CREATING A COVID-SECURE WORKPLACE



## Infection Control Protocol

- 1. If you have a temperature above 37.8 degrees**, a fever, a new persistent cough or a sudden loss of smell, stay at home for at least 7 days. If a member of your household displays COVID-19 symptoms, you should stay at home for 14 days.
- 2. Catch It. Bin It. Kill It.** Cough or sneeze into a tissue, bin the tissue and sanitise your hands immediately. If you don't have a tissue, cough into the crook of your arm. Do not attempt to work if you have a new, persistent cough.
- 3. Wash your hands regularly**, with soap and water if possible, for 20 seconds. Use hand sanitiser where soap and water isn't available. Wash/Sanitise your hands every time you leave one area or enter another.
- 4. Regularly disinfect shared surfaces** and communal areas – especially between users and when shifts end/start.
- 5. Ensure all work areas are ventilated** as much as possible
- 6. Wear PPE if instructed.** Do not share PPE.

## Social Distancing Protocol

- 1. Try and maintain a 2 metre distance apart** wherever possible.
- 2. Follow your company instructions** relating to direction of foot flow and the maximum number of people allowed in one area at one time.
- 3. Avoid hot desking or sharing of workspaces/equipment** unless critical.
- 4. Do not shake hands.**
- 5. Avoid meetings of more than 2 people where ever possible.** Ensure any meetings are sufficiently spread out.

If you have concerns about hygiene or social distancing in your workplace, you should contact your health & safety representative.

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