

Hughes/Gardner – Working Safely during Coronavirus – COVID19

COVID-19 - Coronavirus – Guidelines – Health & Safety

Latest Government Guidance

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Date: 4th November 2021

Before a client premises is reopen

Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:

- An assessment for all sites, or parts of sites, that have been closed, before restarting work
- Carrying out cleaning procedures and providing hand sanitiser before restarting work

On site

1. Wash your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough, and before and after eating or handling food, using any shared equipment or tools, and using toilet facilities), and again when you leave site.
 2. You should follow social distancing guidelines whilst on site (for example, keep at least two metres away from other workers), unless you are working under specific activity risk assessment measures, which might allow for closer working.
 3. Social distancing guidelines also apply during breaks and mealtimes.
 4. Stay on site for your breaks. Do not use local shops. Bring your own meals and refillable drinking bottles. Do not share items (for example, cups). All rubbish should be disposed of in the bins provided.
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Close work

Note: Close working should only be carried out under specific activity risk assessment. Before you start, consider whether there is any other way you can complete the activity in order to avoid close working and, if you have another solution, talk to your supervisor. Face coverings / shields can be provided if required for close working. **Close working will not take place in the instances of cleaning.**

The following points should be reinforced, in addition to the site and activity specific control measures.

1. Work requiring skin-to-skin contact should not be carried out.
 2. All other work should be planned to minimise contact between workers.
 3. Re-usable PPE should be thoroughly cleaned after use and not shared between workers, this should only be used by one operative..
 4. Single use PPE should be stored as per the instructions in the section (**Storing a face mask / face covering and (face shield if applicable and you have been asked to wear one) – to be used over several days)** and then disposed of
 5. Stairs should be used in preference to lifts.
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Cleaning

Extra cleaning should be carried out on site,

Face Masks / Face coverings / Face shields (as appropriate), will be provided and should be worn, especially if you are **not** working alone and may come into close contact and where you are unable to safely social distance. **The majority of cleaning takes place out of hours and there should be no contact with other persons**

Before cleaning takes place, (if required) a face mask / face covering should be donned first, (this is applicable if not working alone), followed by gloves.

- If cleaning takes place on a premises where Coronavirus has been detected then all PPE, gloves, masks (if applicable) mops, clothes etc that have been used should be disposed of immediately after use by double bagging them
- If cleaning takes place on a premises where Coronavirus has **NOT** been detected then all PPE, gloves, masks (if applicable) mops, clothes etc that have been used **CAN BE SAFELY USED AGAIN**. Rinse out clothes and mop heads

After cleaning has taken place, safely remove PPE (following the guidelines,

Gloves should be removed first, followed by face mask), wash hands for 20 seconds. **Separate instructions will be given regarding the correct use, reuse and storage of face masks / face coverings, face shields (if applicable) and gloves**

Pay close attention and clean particularly in the following areas.

1. Access and egress points, gate handles and turnstiles.
2. Taps and washing facilities.
3. Toilet flush and seats.
4. Door handles and push plates.
5. Handrails on staircases and corridors.
6. Lift and hoist controls.
7. Machinery and equipment controls.
8. Food preparation and eating surfaces.
9. Seats, seating areas and locker room surfaces.
10. Telephone equipment, keyboards, photocopiers and other office equipment.
11. Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day