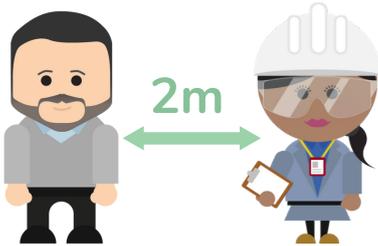


Working Safely During COVID-19

Health & Wellbeing Guidance for Employers & Employees

Hand Washing & Hygiene

Every single person who steps foot in the workplace **should wash their hands regularly throughout the day** - whether that be after they've eaten, cleaned, been to the toilet or have been in public areas/rooms/workstations. For yours and others protection, hand sanitiser and soap should be provided. It's important to display posters showcasing an awareness for good hygiene practices, placed in multiple locations. Ensure a deep clean is carried out amongst work areas and **high frequency touch points (door handles, desks)** ready for the following day.

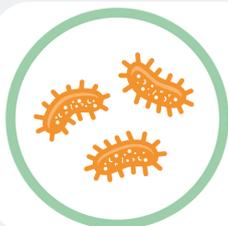


Social Distancing & Room Capacity

Social distancing should be **observed by all employees at all times** to help reduce the spread of any germs. In social areas, kitchens or toilets (depending on size) a maximum of 2 people should be allowed in a room at any one time. Create floor markings using tape, arrows or even paint, to clearly display a **one-way or safe system** to encourage social distancing where possible.

Staff Arrival & Departure

To minimise risk, ease congestion and ensure social distancing can be successfully implemented and achieved, **it's encouraged to stagger staff arrival and departure** within the workplace. Limit meetings, face-to-face activity and reduce non-essential visits to popular public areas where possible, including other buildings. If employees can safely and productively work from home, it's recommended that they do so.



Self-Isolating & COVID Symptoms

The **most important symptoms of coronavirus (COVID-19)** are any of the following: A new continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell. If anybody experiences any of these symptoms, Government advice states that you **must stay at home and self-isolate for 7 days**. Please ensure you inform your employer.

Workplace Entry & Exit Points

All premises, such as entrances, exits, kitchens, toilets, communal areas, receptions and workstations should all be equipped with hand sanitiser, appropriate signage and necessary PPE. If a specific room or object is identified as not safe to use, a **not-in-use label** should be used. In emergency situations, where unsafe to do so, social distancing will not need to be maintained.



COVID19 Risk Assessment - GOV.UK

The Government states that **ALL employers** must undertake the **COVID-19 Risk Assessment** as soon as possible, for their workplace, before allowing employees to return to work. This will support with and identify measures required to minimise risk posed to employees in the workplace. The assessment should be undertaken in consultation with employees.

Learn more: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

References: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

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