

Office and Yard procedures during COVID-19

Parking:

Please be careful when parking your car, ensure any colleagues are more than 2m away before you get out of your vehicle.

Please also bear this in mind when parking the vehicles, particularly around the time the contracts return in the morning. Be conscious of where your colleagues are and getting in and out of vehicles to maintain a 2m distance.

Entering the office:

You **MUST** use hand sanitiser that is outside of the office before touching the door handle.

When you enter the office call out to check that a colleague is not already in the kitchen. Ask them to remain in the kitchen whilst you access the main office.

Other members of staff- please be mindful when coming in to the office. You **must not walk up to individual members of staff's desks**. We will be restricting people coming into the office.

At present we will not be accepting visitors into the building that have not booked an appointment. If any member of staff notices someone trying to come in to the office please alert the manager and ask them to stay outside of the office until the manager or office staff can explain the office is closed to visitors.

Sick Procedure:

The procedure remains the same as outlined in your team handbook. Due to the pandemic it is important if anyone in your household is displaying symptoms that you let your manager know and follow the government guidelines:

- if you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.
- for anyone else in the household who starts displaying symptoms, they need to stay at home for at least 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.

What to do if you become unwell whilst at work:

If someone becomes unwell in the workplace with coronavirus symptoms, they should:

- tell their employer immediately and go home
- avoid touching anything
- cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- use a separate bathroom from others, if possible

If the unwell person lives alone, they must self-isolate for 7 days. If they live with others and is the first to have symptoms, they must self-isolate for 7 days. Everyone else in their household must self-isolate for 14 days.

If anyone else in the household starts displaying symptoms, the person with the new symptoms must self-isolate for 7 days. This is regardless of where they are in the 14-day isolation period.

Shared Equipment:

This list covers items that may be shared but is not exhaustive. If you think of an item that is not listed please tell your manager.

Outside/Yard: Portakabin, cage, hose pipe, jet wash, screen wash, funnel, jump leads, bus washing equipment such as brushes, bus washing liquid, mops, buckets, brooms, vacuum cleaner, removable bus seats, sack trucks, outside tap, bins.

Inside the office: Printer, photocopier, kettle, cupboards, cups, cutlery, folders, key safe, vehicle keys, money safe, keys, petty cash tin, whiteboard, whiteboard pens, whiteboard erasers, phones, headset, mobile phone chargers, laminator, guillotine, stationary items, staplers, calculators, hole punches, sellotape/sticky tape.

Before using any shared item or equipment you should:

Inside/office area: wash your hands for at least 20 seconds. When using the item ensure you do not touch your face. When you have finished using the item wash your hands again for at least 20 seconds.

Outside/Yard: wash your hands for at least 20 seconds or use hand sanitiser for at least 20 seconds. Put on a pair of gloves and wear these until you have finished your task. Remove gloves safely and wash your hands again.

Removing/Fitting Vehicle Seats:

Ensure you are following the removable seat policy as well. If you need a colleague's assistance it is likely the distance between you and another could be less than 2m. Therefore please ensure you use the following PPE during this task. The correct PPE is; gloves, face shield.

Deliveries:

Deliveries will be where possible, left outside of the office door, if this is not possible it should be placed on the floor or a surface whilst maintaining social distancing of 2m. In the event that a person touches the door or any surfaces please ensure it is cleaned thoroughly afterwards.

Parcels, where possible should be left in a safe place in the office, until the next day. Office staff will wash their hands for at least 20 seconds after handling the parcel. Any waste will be disposed of or put in recycling containers immediately and then the employee must wash their hands again for at least 20 seconds. Then again wipe down any door handles, or surfaces that may have been touched and the employee should then wash their hands or use hand sanitiser for at least 20 seconds.

If you think of a particular task that is not covered by this please let the manager know as soon as possible and the policy will be updated.