

# Covid 19 Precautionary Plan

## WORKPLACE ACCESS

- Visitors to sites should be curtailed unless essential and business critical such as delivery drivers, outside maintenance or repairs, or welfare facilities that need to be provided.
- Monitor congestion to enable social distancing of 2 metres.
- Introduce staggered start and finish times to reduce congestion and contact.
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners.
- Promote good hygiene, wash or clean hands before entering or leaving premises.
- Provide the necessary facilities to do this, warm water soap or hand sanitiser.
- Regularly clean common contact surfaces in reception, office, delivery areas.
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
- Access to toilets and washing facilities need to be given to delivery drivers by law.  
<https://www.hse.gov.uk/pubns/books/l24.htm>

## TRAVEL ARRANGEMENTS

- Avoid public transport: only use if there is no choice.
- Car sharing would only be recommended if living in same household.
- Travel alone in own transport if this is available to you.
- Use a bicycle if this is feasible or walk if in walking distance.
- The above may accommodate the once a day exercise, avoiding going out again.
- Every effort made to provide additional parking spaces for cars and bicycles.

## ENHANCED CLEANING IN THE WORKPLACE

- Enhanced and regular cleaning across all areas of the workplace utilising approved cleaning products includes all building touch points.
- Enhanced and regular cleaning of surfaces and equipment.
- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- Hand rails on staircases and corridors.

- Lift and hoist controls.
- Machinery and equipment controls.
- Food preparation and eating surfaces.
- Telephone equipment.
- Key boards, photocopiers and other office equipment.
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

### **KITCHEN AND EATING AREAS**

- Dedicated eating areas should be identified.
- If required break times should be staggered to reduce congestion, 2 metre rule.
- Create space and manage sitting 2 metres apart from each other whilst eating.
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving.
- Keep equipment clean between use, kettles, microwaves etc. if not practical:
- Ask workforce to bring pre-prepared meals and refillable drinking bottles from home
- Where catering is provided, it should be pre-prepared and wrapped food only.
- Crockery, eating utensils, cups (unless from dispenser) etc. should not be used.
- Payments should be taken by contactless card wherever possible.
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.
- Tables should be cleaned between each use.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

### **TOILET FACILITIES**

- Restrict the number of people using toilet facilities at any one time.
- Promote washing hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

## **HAND WASHING FACILITIES**

- Ensure soap and fresh water is readily available and kept topped up at all times.
- Provide hand sanitiser where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities and check soap and sanitiser levels.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Organisations will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

## **CHANGING FACILITIES, SHOWERS AND DRYING ROOMS**

- Introduce staggered start and finish times to reduce congestion, 2 metre rule.
- Enhanced cleaning of all facilities throughout the day and at the end of each day.
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of 2 metres.
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

## **OTHER MEASURES**

- Ensure ventilation is fit for purpose in the workplace, allow adequate ventilation
- Regularly clean the inside of vehicle cabs and between uses by different operators.
- LGV drivers have route planning taking into account available toilet and washing facilities, this will be a unique problem to this situation as public eating places are now closed. HSE Guide here: Driver welfare and hours.
- Visitors to sites should be curtailed unless essential and business critical such as delivery drivers, outside maintenance or repairs.
- Any meeting is performed via video link/ skype/ conference call.
- All non-essential staff to work remotely.
- All inductions if needed undertaken with social distancing close contact protocols rigorously observed.
- Observe social distancing and close contact between work colleagues.
- Workplaces that are operational need to have daily communication lines

## **PPE PROCEDURES**

- Re-usable PPE to be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

## **FACILITIES FOR ISOLATING in the WORKPLACE**

- Procedures need to be in place if a worker or visitor has been identified as possibly infected.  
An isolation room needs to be made available.
- Front line staff need to be identified, trained and issued with the correct PPE to deal with any identified possible cases.