

## Coronavirus – Covid-19

### Toolbox Talk

The UK has been on lockdown since 23.03.20 with non-essential businesses and premises closed. On the 11.05.20 the Government issued a document entitled “OUR PLAN TO REBUILD: The UK Government’s COVID-19 recovery strategy”. This outlines the Government’s strategy to relax some restrictions and is a step by step roadmap to phased re-opening of the economy with each step conditional upon successfully controlling the spread of the virus.

The first step in this policy took effect from Wednesday 13th May and indicates that all those sectors of the economy that are allowed to be open should be open and it encourages those who cannot work from home to travel to their workplace.

Many sites, on which our staff work, remain closed whilst other sites, including the one that you currently working at have either remained open or have now re-opened in line with step one of the Government’s recovery strategy. These locations have been deemed essential for supporting the basic needs of the people, restarting economic activity or are directly or indirectly involved in providing support to our NHS and care facilities.

The work you are undertaking is therefore essential in reducing the risk of cross infection and in ensuring as safe and as hygienic a working environment as possible is maintained. This will thereby provide a better chance that the client’s staff and the activities of these organisations can continue to function and to deliver their essential services.

However, whilst conducting your cleaning duties, it is important that you stay safe and follow the advice issued by the government and in particular the following key points:

When travelling to and from work avoid social contact and maintain social distancing behaviours (keep 2 meters apart from other people). If at all possible avoid the use of public transport and cycle, walk or drive to work. If you have to use public transport or are in an enclosed space where maintaining social distancing is not possible, the Government now advises that you should aim to wear a face-covering. These face coverings are not the same as a surgical mask or other PPE but are homemade cloth masks, scarves, bandanas etc. Face-coverings are not intended to help the wearer, but to protect against inadvertent transmission of the disease to others if you have it asymptotically. Social distancing and regular hand washing are still the best protective measures to take.

If you know or have been informed that you are in the Coronavirus high-risk group, due to an existing underlying medical condition and have been advised not to go to

work **then do not go to work**. You must in these circumstances stay at home and inform your Area Supervisor of your situation. If at some point you begin to display symptoms of Coronavirus Covid-19, or someone in your household does then you must self-isolate at home in line with the following guidance.

If you become sick with any of the symptoms and you live on your own you must stay at home and isolate yourself for 7 days.

If you live with one or more other people your entire household must stay at home and isolate for 14 days.

If any other member of the household becomes sick then their 7 day isolation begins from the day they became sick.

If someone in the household falls sick in day 13 of the 14 day isolation then their 7 day isolation begins on day 13 and they will have to isolate until day 20.

If you do become ill or need to self-isolate because another member of your household has symptoms of Coronavirus then please follow normal procedure and advise your Area Supervisor of the situation as soon as possible.

Further information on Covid-19 is available on the separately issued company document entitled 'General Information Covid-19' IQF3244 and you should familiarise yourself with its contents.

## **Personal Vulnerability and Responsibility**

Whilst the company is providing information such as this Toolbox talk, Risk Assessments and General Information, there is a great deal of Information and Guidance in the public domain issued by Central and Local Government, Media, the NHS and other health bodies that you can and should access.

The Government has identified specific groups that are more vulnerable to severe illness from Covid-19. The most vulnerable are those deemed Clinically Extremely Vulnerable and these people will have received communication directly from the NHS.

The risk of severe symptoms also appears to generally increase with factors such as age, that men are more at risk than women and those that have lower general levels of fitness and/or are obese. There is also evidence that those from certain ethnic minorities may be more at risk of severe consequences from contracting Covid-19.

You therefore are reminded that you have a personal responsibility to consider the level of risk Covid-19 poses to yourself on an individual basis and to act accordingly and to follow the government's guidance on how to protect yourself and others from the spread of the disease. If you have any concerns please contact your Area Supervisor.

## Whilst at work

**The company has undertaken and produced a specific Covid-19 Risk Assessment which is now included within your site Contract Control Manual. You should ensure that you familiarise yourself and comply with this Risk Assessment and the Control Measures it details.**

On site you should adopt heightened personal hygiene procedures, washing your hands thoroughly once you arrive at work, every time you change your gloves etc and before leaving. Do not forget to wash your hands again as soon as you get home.

A reminder of good hand washing procedures is attached separately for your information in the 'General Information Covid-19' sheet.

Follow the normal health and safety procedures as detailed in the site Contract Control Manual and **ALWAYS WEAR GLOVES WHILST CLEANING**. At work "social distancing" becomes "work distancing". Normally you will be cleaning the site when others, i.e. the client's staff, are not there. If people are present whilst you are cleaning ensure you keep a minimum of 2 metres or 6 feet away from them – as you would out in public. **This also applies to your colleagues** where you work as part of a team of two or more. You should each have your own distinct areas, floors or parts of the building to clean so that you can maintain social distancing from your colleagues or any client staff. Face-coverings, should therefore not be necessary. **If for any reason you cannot maintain the correct social distancing whilst performing your duties due to circumstances outside of your control you should immediately seek guidance from your Area Supervisor.**

### Concentrate on 'Touch Point' Cleaning

In order to reduce the risk of Coronavirus being spread on the site and to protect both the users of the building and yourselves from contracting the disease we are asking all our cleaning operatives to make "**Touch Point**" or "**Contact Point**" Cleaning a priority.

A Touch Point or Contact Point is any area that would be routinely touched during normal activity such as entrance and office door handles, door push plates, desk tops, light switches, window handles, desk draw faces, worktops, telephones, Fridge and Microwave doors and handles and taps etc. (A more complete list of touch points follows at the end of this instruction).

These points should be wiped using the virucidal disinfectant, **Screen** diluted to 1:50 (1 part screen to 50 parts water). Spray the diluted **Screen** preferably on to a paper towel and wipe the surface of the Touch Point. Dispose of used towels regularly. If there are no paper towels or roll available use the colour coded cloth for the appropriate area being cleaned. (Remember to maintain the **Colour Coding** regime as detailed in your Contract Control Manual). Using Screen at a dilution of 1:50 will

also leave some residual viral protection on the surfaces cleaned. To prevent excessive build-up of chemicals, surfaces should be wiped with a paper towel soaked with water only, prior to every third application.

If using colour coded cloths, these should be left, after your shift, overnight soaking in an appropriate coloured bucket of freshly mixed Screen diluted to 1:50. On your next shift wash/rinse the cloths in hot water and wring dry. This will ensure the cloths are disinfected before being used again on your following shift. **Remember to keep to the Colour Coding.**

Do not spray screen directly onto surfaces from the trigger spray as this will cause splashes which need to be avoided.

NEVER SPRAY SCREEN DIRECTLY ONTO SURFACES ESPECIALLY ELECTRICAL SWITCHES AND SOCKETS, TELEPHONES OR ELECTRONIC EQUIPMENT.

## **Typical Touch Points to be cleaned with Screen Disinfectant**

### **Office Areas, Reception Areas and Meeting Rooms**

All Office Desks to be disinfected

All Desk draw faces to be disinfected

All phones to be disinfected

All window handles to be disinfected

All Entrance door handles to be disinfected

All light switches to be disinfected

### **Kitchen Areas**

All work surfaces to be disinfected

All cupboard faces to be disinfected

All items with touch points on the kitchen worktops to be disinfected (kettle, tops of tea and coffee pots)

Fridge faces to be disinfected

Microwave faces to be disinfected

All breakout area tabletops to be disinfected

All light switches to be disinfected

All entrance door handles to be disinfected

All window handles to be disinfected

## **Toilet Areas**

Toilet cubical doors to be disinfected

All taps and sinks to be disinfected

Entrance door handles to be disinfected

All light switches to be disinfected

## **General Corridors and Stairs**

Lift buttons to be disinfected

All stair banisters to be disinfected

Fixtures on stairs to be disinfected

All light switches to be disinfected

All entrance door handles to be disinfected

All window handles to be disinfected

Fixtures and Fittings to be disinfected

Some customers have decided that their own staff will also perform Touch Point Disinfection throughout their working day in addition to the cleaning that you undertake. In these cases we have provided them with written guidance as to how this should be performed and provided them with spray bottles of Screen diluted to 1:50. If this is the case at your site you may be asked to replenish these Spray Bottles for them as part of your duties.

### **Remember:**

- Maintain Social and Work Distancing – (remain 2 Metres or 6 Feet away from others at all times – on your way to work, at work and on your way home).
- Wash your hands regularly – (When you arrive at work, each time you change your gloves, before you leave site and when you return home).
- Concentrate on Touch Point Cleaning as per the information above.
- Keep to the Colour Coding System

Please follow this guidance in order to keep yourself and our clients safe. Your well-being is very important to us and the work you are performing is vital to support our clients in their essential services. If you have any concerns or encounter any obstacles to maintaining Social/Work Distancing seek immediate guidance from your Area Supervisor.

## Stay Alert

We should all follow the current Government Guidance.



**Stay Alert** – Remain alert to the risks posed by Covid-19 and your own and others vulnerability to the virus. Be aware of the recommended behaviours and protective measures detailed in the published guidance.

**Control the Virus** – By following the recommended behaviours and protective measures (Social Distancing – keeping two metres apart, the wearing of face coverings when Social Distancing cannot be maintained and the Regular Washing of Hands) the spread of the virus can be contained. This will control the virus by keeping the rate of infection (R) and the number of infections down.

**Save Lives** – By taking and maintaining these behaviours and measures we can ultimately save lives and our livelihoods can start to recover from the Coronavirus pandemic.