

Coronavirus COVID-19



SOCIAL DISTANCING AT WORK



Wherever possible, staff should maintain physical distancing of at least 2 metres from each other.

Staff should wear PPE as appropriate and divide work-spaces with physical barriers where possible and appropriate.



Work-from-home / staff redistribution / roster revisions should all be explored to help reduce staff density on-site.

Increase frequency of cleaning for high-touch surfaces like door handles and toilet facilities.



Drinking receptacles and communal drinking water sources should be cleaned and sanitised on a regular basis.

Staff should not attend work, under any circumstances, if they develop COVID-19-relevant symptoms (cough OR fever OR shortness of breath)



If a staff member is feeling unwell and cannot go home immediately, they should be isolated in a separate room until they can go home.

Clean personal and communal equipment at the start and end of each shift (Desktops, Keyboards Phones and Photocopier).



Shared spaces (meeting rooms, canteens and lifts) that cannot facilitate physical distancing should have access restricted.

Actively encourage physical distancing, good hand hygiene, good cough etiquette and good respiratory hygiene.

