

Term	Detail / definition
Employees are safe to work	<ul style="list-style-type: none"> - Self assessment prior to arrival - Temperature screening & visual symptom check by responsible person - Health questionnaire via Deputy scheduling software when clocking in
Changes to allow for social distancing	<ul style="list-style-type: none"> - Review of capacity - Introduction of one-way systems - Floor markings - Signage - Furniture moved - Close activity kept to a minimum - Side-by-side or back-to-back where possible
Hand hygiene	<ul style="list-style-type: none"> - 20 seconds with warm water and liquid soap, single-use paper towels to dry - Hand sanitiser at additional locations where handwashing not possible esp. at entrance points & delivery areas - Hands washed/sanitised before and after touching face or face covering, others' possessions, shared contact of items
Regular cleaning	<p>Increased frequency of</p> <ul style="list-style-type: none"> - surfaces - equipment <p>Thorough checklists, records & regular inspections</p>
Sanitisation of contact points	<p>Increased frequency of</p> <ul style="list-style-type: none"> - surfaces - equipment
Deep cleans	<ul style="list-style-type: none"> - Before recommencing work - Daily
Fogging	<ul style="list-style-type: none"> - Misting of room and all surfaces contained within, using commercial fogging machine and Biosan sanitising fluid
Improved ventilation	<ul style="list-style-type: none"> - Doors - Windows - Extraction systems
PPE	<ul style="list-style-type: none"> - Mask (cloth, covering nose & mouth) - Cloth masks must be washed at min. 60C for full cycle after each use. - Hands must be sanitised before & after touching masks - Visor (covering forehead, below chin, around sides of face) - Visors must be sanitised between each use
Protective screens	<ul style="list-style-type: none"> - additional protection, where 2 m not possible
Reducing contact points	<ul style="list-style-type: none"> - removal of collateral - doors propped open where possible
Visible communication of information	<ul style="list-style-type: none"> - procedural changes - best practice (distancing, hand hygiene, cough etiquette) - awareness of symptoms
Work flow management	<ul style="list-style-type: none"> - Staggering of start/finish times - Staggering of breaks - Assessing number of staff required to achieve safe social distancing - Consideration of 'working teams' - Assess necessity of customer interaction
Equipment functionality	<ul style="list-style-type: none"> - Regular servicing - Calibration checks
Training	<ul style="list-style-type: none"> - New procedures - Reporting of illness procedure - Awareness of symptoms - Regular reviews of knowledge and understanding
Washing fabrics	<ul style="list-style-type: none"> - Full cycle at min. 60C - Highest possible temperature (if below 60C) and left for 72 hours between use
Close contact	<ul style="list-style-type: none"> - Face to face within 1 m - More than 15 minutes within 2 m - Spending a long time in someone's living space (e.g. cleaning it, staying overnight)