Term	Detail / definition
Employees are safe to work	- 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	- 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	- 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' possesions, shared contact of items
Regular cleaning	Increased frequency of - surfaces - equipment Thorough checklists, records & regular inspections
Sanitisation of contact points	Increased frequency of - surfaces - equipment
Deep cleans	- Before recommencing work - Daily
Fogging	- Misting of room and all surfaces contained within, using commercial fogging machine and Biosan sanitising fluid
Improved ventilation	- Doors - Windows - Extraction systems
PPE	- Mask (cloth, covering nose & mouth) - Cloth masks must be washed for full cycle using a non-biological detergent after each use. - Hands must be sanitised before & after touching masks - Visor (covering forehead, below chin, around sides of face) may be worn by those unable to wear masks - Visors must be sanitised between each use
Protective screens	- additional protection, where 2 m not possible
Reducing contact points	- removal of collateral - doors propped open where possible
Visible comunication of information	- procedural changes - best practice (distancing, hand hygiene, cough etiquette) - awareness of symptoms
Work flow management	- Staggering of start/finish times - Staggering of breaks - Assessing number of staff required to achieve safe social distancing - Consideration of 'working teams' - Assess neccessity of customer interaction
Equipment functionality	- Regular servicing - Calibration checks
Training	- New procedures - Reporting of illness procedure - Awareness of symptoms - Regular reviews of knowledge and understanding
Washing fabrics	- Full cycle using a non-biological detergent
Close contact	- 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)