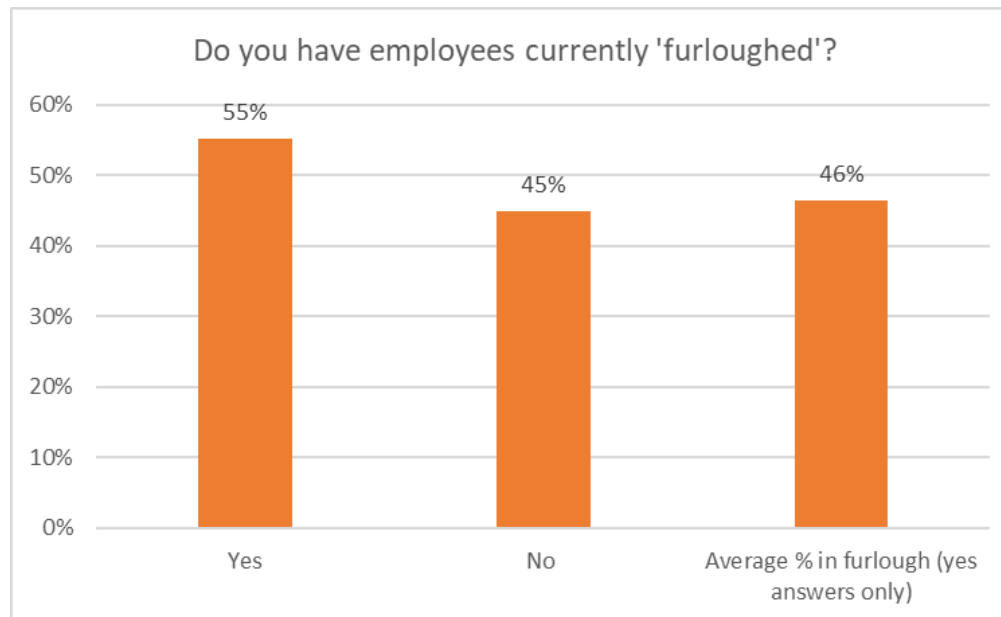
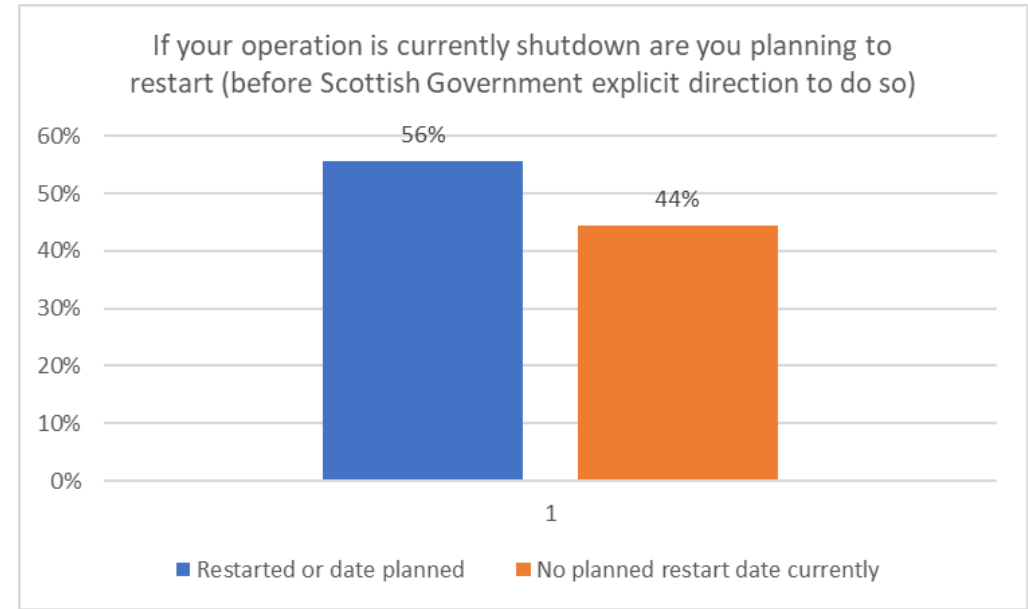
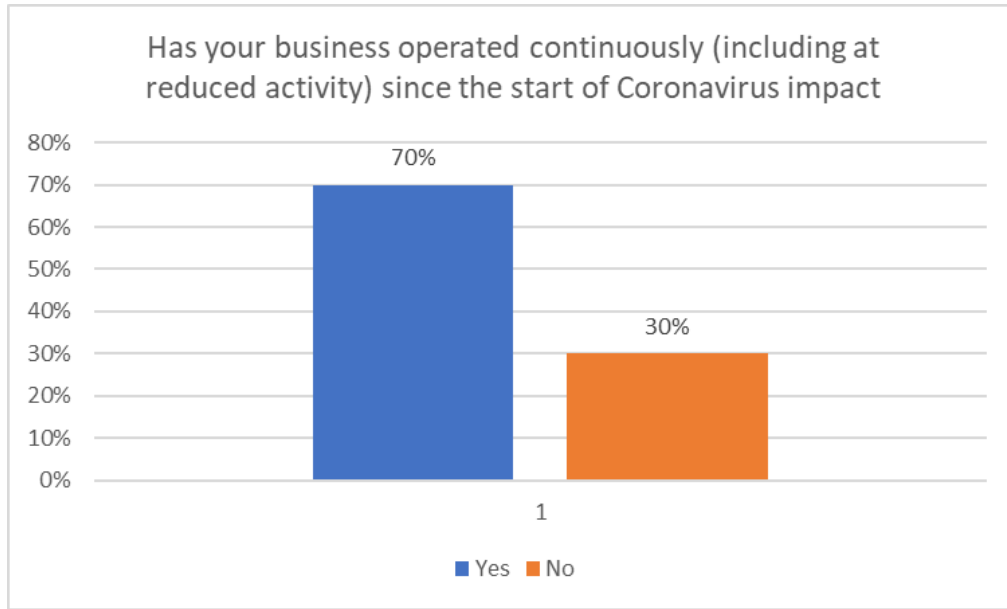




Covid19: Member Operations and Best Practice Share

April 2020

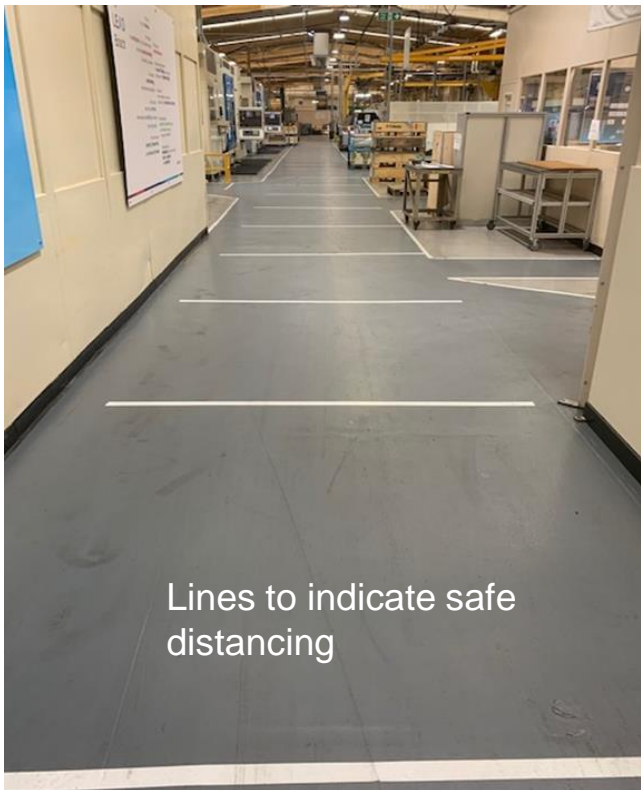
Covid19: Overview of Company Operations



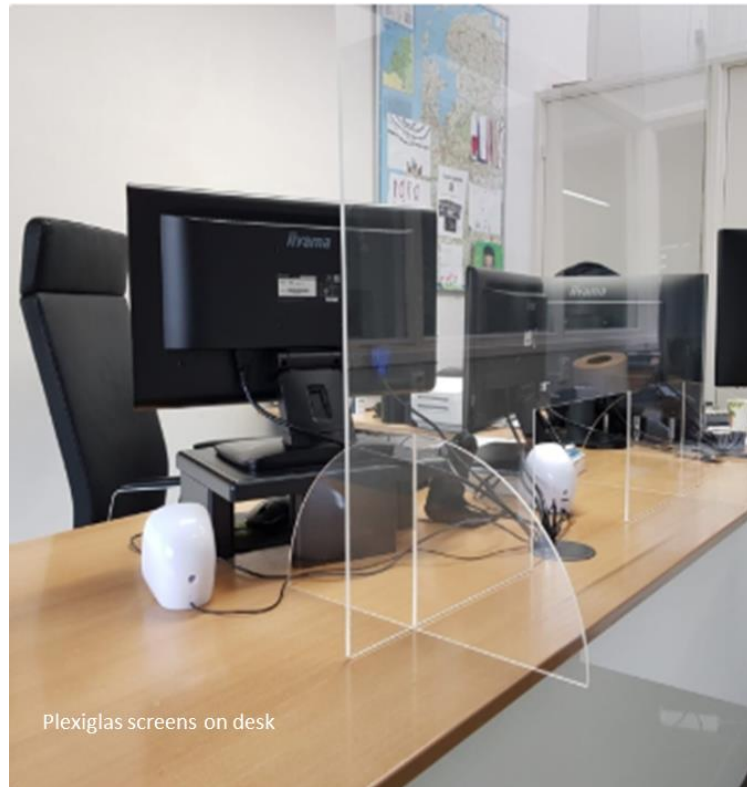
Covid19: Social Distancing Best Practice Examples

- > Any measures taken should be led by an appropriate Covid19 Risk Assessment
- > Employees issued with a personal stylus for touchpads/keypads
- > Shared keyboards have been changed to flat membrane, easier to clean
- > Door openers to minimize touchpoints (see examples)
- > Perspex between desks and in corridors to separate workspaces
- > Markings on the floor to indicate social distancing measures
- > Introduction of one way systems
- > Taped off seats in breakout areas to ensure 2 metre distancing.
- > Use of whiteboards and phonecalls for shift handovers
- > Detailed clean process to all touch points at start/end shifts
- > Drop-off points for work handover
- > Mental health and well-being support and guidance issued to employees
- > Temperature checking of employees in the workplace
- > Issue employees required in the workplace with a letter to keep in their car in case they are stopped by the police explaining why they are essential workers.
- > Tannoy reminder of hand washing every hour (staggered).
- > Packed Lunch Delivery service replacing canteen
- > Where risk assessed, doors fixed open to reduce touch points
- > Personal hand sanitisers refilled daily (see photo)
- > Use of Face Masks is [not recommended for use by the general public by the WHO](#) and their guidance for consideration of use can be found in [this link](#)

Covid19: Social Distancing Best Practice Examples



Lines to indicate safe distancing



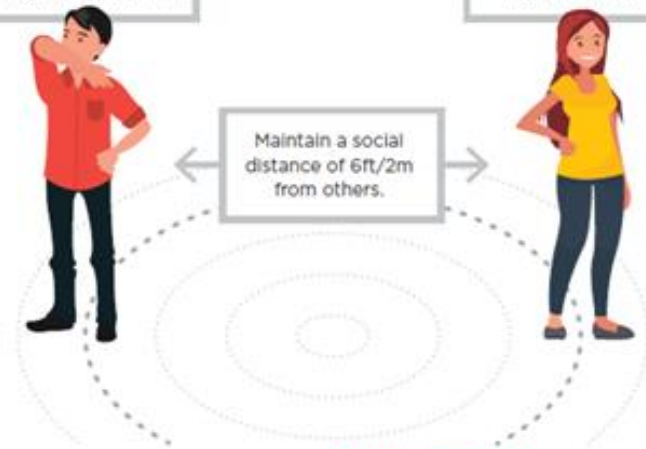
Plexiglas screens on desk

DO YOUR PART, PRACTICE SOCIAL DISTANCING

As part of our ongoing response to the coronavirus (COVID-19) global health situation, there are new Ways of Working to help ensure that we all stay safe and healthy. Social distancing measures will help us contain the spread of the virus.

Turn your head away from others and cough into your arm.

Greet others with a smile or nod. Avoid contact.



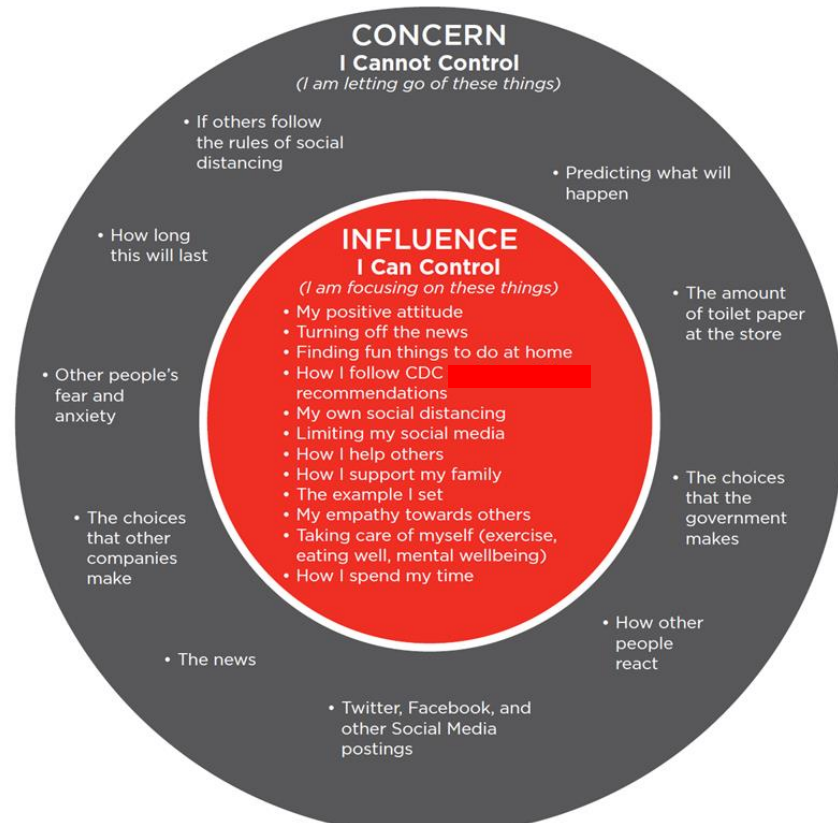
MEETINGS

Follow social distancing protocol for meetings.
Use Skype, Teams, teleconference or other alternatives
Utilize tiered communications for vital information sharing

COMMON AREAS

Do not exceed the posted number of team members allowed in available spaces
Avoid non-essential or non-urgent gatherings
Practice social distancing in lunch/break rooms and in smoking areas

Covid19: Social Distancing Best Practice Examples



Covid19: Social Distancing Best Practice Examples



Covid19:



Social Distancing Best Practice Examples

The site remains open and operational, in accordance with UK government guidance.

Businesses that are able to continue to operate safely can remain open – and can require their employees who are unable to work from home to come to work if they can travel to work safely. If you cannot work from home then you can still travel to work. This is consistent with the Chief Medical Officer's advice. UK GOVT COVID FAQs 29/3/2020 Gov.uk

To enable work to continue in a safe manner,

we have undertaken the following actions:



Social distancing at all times



Staggering start times and break times to reduce crowding



Limiting non-essential entry into the working areas and movement between work areas



Cleaning common touch points more frequently



Providing hygiene supplies for all team members



Increased cleaning including cleaning of FLT's and control points



Virtual shift handovers



Ensuring first aid and fire coverage

If the task involves being closer than 2 metres together, speak to your team leader and plan an alternative method. If you have concerns or suggestions during this difficult time, please speak to your team leader or line manager.

Additional Support Available

Please keep in mind that if you are struggling and need to speak confidentially to a counsellor, our Employee Care Helpline is available 24/7, free of charge. Contact details are as follows:

Covid19: Best Practice Share

Example service used by member company in the event of suspected case of Covid19



Some member companies have cited use of temperature monitoring equipment to detect potential instances of Covid19, and example suppliers are shared below. Companies are reminded that this is not a measurement of CORE temperature, but external body temperature which is generally lower, with allowance made for a suitable action trigger point.

- > www.thermoteknix.com Thermoteknix Systems Ltd Reg # 0162451 Cambridge England (Equifax C+ Rating).
- > www.testor.co.uk Pass Ltd Reg # 04457106: Manchester/North East/London (Equifax A Rating).
- > www.satir.com SATIR Europe Ireland Company Ltd (IE438924) (Equifax Int rating 21).
- > <https://youtu.be/6gW4wKvn0Qk>
- > [https://www.klipspringer.com/products/lazascan-205-infrared-thermometer.html?filter_set\[\]=238,145,147,154](https://www.klipspringer.com/products/lazascan-205-infrared-thermometer.html?filter_set[]=238,145,147,154)

COVID-19 Specialist Disinfection Services

With the largest regional teams in the UK, we are able to deliver a fast response and a professional and legally compliant service. Our business has now been confirmed as a critical service in the fight against coronavirus and as such, our colleagues have been confirmed as having KEY WORKER status to ensure that we can continue to provide our services.

Our qualified technicians are equipped with the necessary personal protective equipment, respiratory protective equipment and specialist disinfection equipment to work safely and effectively. We can provide the following services to help your business deal with the effects of coronavirus (COVID-19).

- 1 Specialist Disinfection to Assist with COVID-19 Containment and Control**
 - ✓ Carried out within **72 hours** of a confirmed or suspected case of COVID-19 being reported on site.
 - ✓ Technicians follow carefully assessed safety measures: their safety and the safety of the general public is of paramount importance to us.
 - ✓ Manual disinfection using Steri-7, a high-level disinfectant that kills up to **99.9999%** of a broad range of pathogens within seconds of contact and has been tested against feline coronavirus; a surrogate of coronavirus.*
 - ✓ Waste removal following the 'COVID-19: infection and prevention control' guidance set out by Public Health England.*Source: Steri-7
- 2 Specialist Disinfection When a Confirmed or Suspected COVID-19 Case is Older Than 72 Hours**
 - ✓ Service reflects government guidance stating that under most circumstances, the amount of infectious virus on any contaminated surface is likely to have significantly decreased after **72 hours**.
 - ✓ Manual disinfection of key touchpoints and ULV disinfection fogging, with legally compliant waste removal.
- 3 All-Purpose Specialist Disinfection**
 - ✓ Carried out when there are no confirmed or suspected cases of COVID-19 on site.
 - ✓ Fast response, specialist disinfection to help you maintain a high level of hygiene in your premises.
 - ✓ ULV disinfection fogging and legally compliant waste removal, with the option of additional touchpoint cleaning.
- 4 Contingency Survey**
 - ✓ Where speed of service is essential, a contingency survey allows us to gather key information to be able to react quickly in the event a COVID-19 case is reported.
 - ✓ Survey is completed when there are no confirmed or suspected cases of COVID-19 on site.

What is ULV disinfection fogging?
✓ Extremely small droplets of a disinfectant settle on inaccessible areas to enable the treatment of large areas in a short space of time.

What is touchpoint cleaning?
✓ Cleaning and disinfection of common touchpoints, such as door handles, to minimise the risk of microbial transfer.

Rentokil
Specialist Hygiene

Please contact us for more information: **T: 0808 296 4797**
W: www.rentokil-hygiene.co.uk/specialist-disinfection/coronavirus-containment/



Thank you



scoteng.org.uk | 0141 221 3181

