

Waste Efficiency Ltd

SSoW Number 014

Title: Occupation conditions for Head Office during Pandemic (COVID 19)

Scope: This SSoW summarises the safety instructions to be followed for All members of staff entering or using the Head Office premises during a Pandemic (COVID 19)

Key Requirements:

Staff have received;

- Instruction and training on:

 - The symptoms of COVID 19 and what to do if they experience them
 - The hygiene at work toolbox talk
 - The COVID 19 Risk Assessment
 - PPE and when to use it
 - Social distancing advice
 - Personal supply of hand sanitiser and information on washing facilities

PPE

Where social distancing can be strictly kept to there is no requirement for additional PPE in the work place except for the following tasks.

Additional PPE

	Face mask	Eye	Ear	Foot	Disposable Gloves
Handling goods/parcels delivered in	No	No	No	No	*Preferable
Assisting with loading outgoing vans	Yes	No	No	No	*Preferable

- * If gloves are not immediately available – wash your hands immediately after performing the task and avoid touching your face.
-

Pre-work instructions:

- You must be familiar with the symptoms of COVID 19 and NOT come to work if you or any member of your household has them or a confirmed case.
- You must NOT come to work if you have been in physical contact with or very close to someone who has a confirmed case of COVID 19.
- You must NOT come to work if you have been identified as vulnerable according to the Govt guidance.
- If you can come to work and it is not possible/practical for you to work from home you will be allocated a staggered start time to avoid arriving at the same time as other workers in the office.
- Please only bring essential items into the office to prevent cross contamination potential.

At Work instructions

- Inform a colleague if you experience any symptoms during working hours – immediately isolate yourself and preferably go straight home avoiding contact with anyone else. If you need immediate medical assistance your colleague will make this contact for you. Tell your colleague of all areas you have been during the day and these will be quarantined and thoroughly decontaminated by our designated COVID cleaner.
- Maintain social distancing during your time at work. If you need detailed support from another member of staff – use Microsoft Teams to confer and explain issues rather than face to face.
- The first member of staff entering the office will open the main door and wedge it open for the duration of work to prevent multiple touch points. They will also open and wedge the toilet corridor door for the same reason. If this is you – wash your hands in accordance with the guidance immediately afterwards.
- Doors and windows should be opened to provide good air circulation when weather allows.
- Any delivery drivers dropping off or collecting packages must be instructed to drop off or collect in the designated area of the office – by the door and must maintain 2m distance from all staff at all times.
- Packages delivered can only be moved to another area of the office if using disposable gloves or by washing your hands immediately after handling them.
- NOTE – do not touch your face between handling anything that may be contaminated and washing them.
- In General do not share anything with other members of staff – like coffee mugs , pens, office equipment etc – if this can't be avoided – use the wipes provided to clean before and after use. Do NOT make rounds of drinks for people.

- If you are needed to help load vans for delivery - you must use correct PPE listed above.
- If you use common facilities such as kitchen equipment – kettle, fridge etc make sure you have wiped them down with viricidal cleaner after use.
- Small rooms and offices must have single occupation at any one time – if someone is using the kitchen – wait for them to exit before entering.
- If you have brought items into the office such as coats etc or food item, it is your responsibility to ensure they do not contaminate or become contaminated by ensuring their segregation whilst in the office.
- Daily hygiene of your workspace is also your responsibility and viricidal cleaner and disposable wipes are provided for your use.
- The office will be COVID cleaned once per day by the designated member of staff – and this encompasses all common touchpoints both in the office, the reception doors and the toilets.
- Read and abide by all signs in the office – these will be pointed out to you as part of re-orientation.
- If you feel uncomfortable or anxious about your work environment please talk to your manager about it and feel free to suggest alternative measures that could be put in place to make you feel more comfortable.

Post Work instructions

- Ensure you leave your work space clean, tidy and sanitised ready for the next day.
- Ensure you remove any personal items brought with you at the end of each day
- Your leaving time will be staggered to ensure you can socially distance
- Socially distance during your travel to and from work as much as possible and wear PPE if this is not possible
- Travel safely
- Follow Govt guidelines in your personal life to protect you, your family your colleagues and theirs and of course the NHS

References:

<https://www.gov.uk/coronavirus>

Risk Assessment – Coronavirus – premises based workers