

TOOLBOX TALK

Coronavirus (COVID-19) – Working in Offices and Buildings

We understand there is a lot of uncertainty around the Covid-19 Coronavirus and we wanted to give you some practical guidance around how to stay safe if you are required to work in one of our offices and buildings and are required to carry out some basic admin tasks during this time.

What is Covid-19

Current guidance including that from the World Health Organisation (WHO) states that there are 2 main routes of transmission of the COVID-19 virus – respiratory or contact. Respiratory droplets occur when the infected person coughs or sneezes. Anyone in close contact with this person is at risk of being exposed to potentially infective droplets. Droplets may land on surfaces where the virus may remain viable, so surfaces may act as a source of transmission. So after touching surfaces it is so important to maintain high standards of hygiene and to regularly wash your hands and avoid touching your face, nose, mouth or eyes to avoid picking up the virus.

It is not certain how long the virus that causes COVID-19 survives on surfaces. Studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment).

An increased focus on the cleaning of frequently touch surfaces such as handrails, door handles and light switches is taking place in our offices.

TOOLBOX TALK

What we want you to do

Given the above, it is recommended that you carry out good hygiene and social distancing practices including:

- More frequent than normal washing of hands for at least 20 seconds.
- Carry out social distancing by keeping 2 metres apart, even when sitting at workstations, work-benches, at lunch and break times, in general conversation or in areas such as reception and when talking to receptionists.
- When walking along corridors, up and down stairs, on paths or narrow walkways think and keep a safe distance if someone is walking towards you.
- If you need to cough or sneeze, do so into a hanky and dispose of the hanky in a bin or cough or sneeze into your elbow or upper arm if you don't have a hanky handy.
- Do not cough into your hand. If you do wash your hands immediately.
- Holding handrails prevents falls up and downstairs, wash your hands/sanitise your hands as soon as you can afterwards, remembering not to touch your face, nose, mouth or eye.
- Avoid using other employees workstations
- Keep workstations and work areas clean and tidy and regularly clean frequently used equipment such as your phone, mouse or keyboard.
- If handling paper, letters and envelopes follow good hand hygiene practices; wash your hands before handling letters and envelopes and then wash them after you have finished handling the documents. Remember to avoid touching your face, nose, mouth and eyes.