



UDN/002533ACOL

**1<sup>st</sup> April 2020**

Dear Staff Member

Ref: Safety at Work – Coronavirus

We continue to update this communication for all of our Cleaning Operatives who are continuing to work in support of the key services that must continue throughout the current crisis. It is more important than ever to increase our safety awareness at work and ensure we adopt these heightened measures to **protect ourselves and others**.

**Please read the STAFF GUIDELINES in this document carefully.**

If you have been asked to continue working because you are providing cleaning to an essential service. You **must** still continue to follow the government guidelines, if you have received notification from the government to stay at home due to high risk or to self-isolate if you experience any of the following symptoms;

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

We are operating an ‘on-call’ contact service for all of our staff who are working and we ask you to inform your manager if you require any support or cover is required for you at your place of work.

We must be more vigilant with our sanitising and disinfecting of surfaces as currently this is the only way to remove the virus.

The World Health Organisation has confirmed that it is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. 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).

Regardless of working outside business hours;

- **Maintain a minimum safe distance of 2 meters from any other person you come into contact with, either staff or site visitors.** Reporting any concerns immediately to your on-call manager.

Cont.

Remember: always clean your hands with an antibacterial hand sanitiser / rub OR wash them with soap and water. Avoid touching your eyes, mouth, or nose.

Acting on this guidance and taking extra care at work means we are doing all that is possible to keep ourselves and the environments where we work clean and safe.

If you have any queries regarding this information or if there is something you would like to discuss, please contact us.

**Your normal cleaning detergents are adequate for removing viral contamination from hard surfaces. Selden Spray and Wipe for disinfecting. This product complies with BSEN standards to work against MRSA, E.coli, salmonella, listeria and more.**

More information on coronavirus can be found on the World Health Organisation and UK Government website by following the links below:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

<https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public>



## STAFF GUIDELINES

**We are asking all of our staff to read these safety guidelines** each time you prepare to start work. Keep a copy of the guidelines with you to read again while you prepare your personal protection (PPE).

Our Health and Safety Manager has provided us with updates on safety at work and we are asking all staff to be vigilant and follow these instructions to help prevent the spread of a virus contamination.

Please include these steps in your cleaning routine;

- Take a moment to plan your safe working practice do not rush.
- **Take it slowly, this will give you more time to plan, and think ahead.**
- Prepare your protective work wear. Order in advance any new materials or safety equipment by calling your stock manager.
- Always maintain a minimum safe distance – (social distance) of 2 meters.
- Report any concerns immediately to your out of hours Manager.
- Ensure that you wash your hands frequently, prior to starting and after your work is finished.
- We **MUST** always remember to wear the Personal Protective Equipment (PPE) when cleaning. Disposable gloves are being distributed to all staff.
- **Your cleaning products are certified sanitisers and disinfectants which are sufficient in removing germs and killing viruses.**
- Remove adhoc cleaning tasks / areas from your work; such as skirting boards and behind doors, Instead focus on cleaning high traffic touch points:

**Include all of the following areas;**

**Communal / all Areas:**

Doors - push plates / pull bars and handles

Switches / Alarm panels

Chair arms and backs

Signing log pens and surrounds

**Kitchens:**

Microwave handle

Kettle handle

All kitchen appliance handles

Cupboard doorknobs and handles

Tap turns

**CONT.**

**Toilets:**

Tap turns

Toilet flush buttons / Cistern buttons

Hand dryer outlets

Edges of paper towel dispensers

Soap dispenser push tops

**All Areas / Offices**

Switches

Telephones receivers and buttons

Keyboards / mouse

Switch panels

- Take extra care to clean hard surfaces. Leave your spray disinfectant to sit for a few minutes before wiping the area clean.
- Avoid touching your face until your gloves have been removed, stored and your hands have been washed / sanitised.
- Cleaning your hands with soap and hot water (followed by drying) is an effective way to kill a virus on your hands.
- Dry your hands with fresh paper towels, Do not use a hand dryer, Do not use a reusable towel.

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Keeping you safe at work is our priority  
Please take care to implement these guidelines into your working routine

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