

COVID-19 OFFICE SAFETY RULES

MEARS

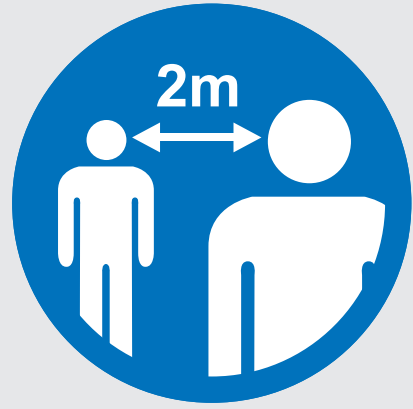
These rules have been written to comply with Public Health, NHS, HSE and Government Guidelines



Please ensure you sanitise your hands and use your own pen when signing in.



Wash Your hands on entry and exiting the office and on a regular basis for 20 seconds with soap and water and dry properly using disposable towels.



The 2 metre social distancing gap must be adhered to at all times.



If you develop a high temperature, a new persistent cough, a loss or change to your sense of smell or taste whilst at work, report this to your line manager. Do not touch anything.



The 2 metre social distancing gap must be adhered to whilst using smoking areas.



Do not enter the 2m exclusion area when others are using printers. Ensure that you sterile wipe the user panel after use.



All non-essential or unauthorised persons are not to enter the office.



Do not enter an area when other people are inside exclusion zones.



Only people may use the toilets at any one time. Ensure all surfaces are sterile wiped before and after use i.e. taps, basin, toilet seat, handles etc.



Only people may use the kitchen/rest areas at any one time. Maintain 2m distance between employees and ensure tables/surfaces are cleaned and disinfected after every use.



To avoid congestion and having to wait, bring pre-prepared food and drinks to the office.



Do not share pens and other stationary. Keep them stored safely.



Desks/workstations and equipment to be cleaned before starting work, after returning from breaks and before leaving the office.



The 2 metre social distancing rule does not apply in a fire or in the event of an evacuation.

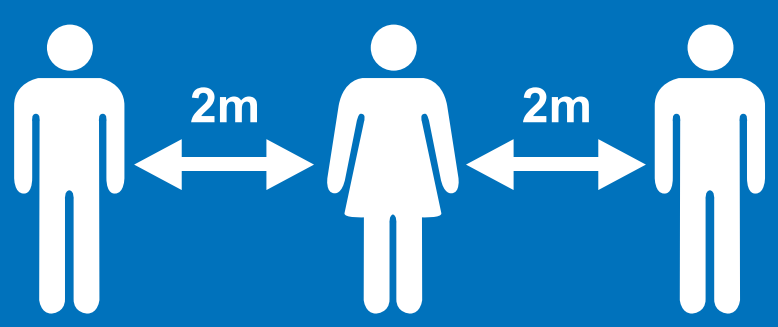


Ensure that door handles, handrails, touch points and areas where frequent contact is made, are cleaned regularly using disinfectant wipes.



All rubbish to be put straight in the bin and not left for someone else to clear up.

Keep a safe distance



REMEMBER TO KEEP A SAFE DISTANCE WASH YOUR HANDS

STAY ALERT - CONTROL THE VIRUS - SAVE LIVES



Points Of Contact

Name

Telephone Number

Branch Manager

Office