

# Go Go Makers

## COVID-19 Policy

Go Go Makers accepts its responsibilities for premises & sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This policy is intended to introduce consistent measures in premises and sites of all sizes in line with the Government's recommendations on social distancing.

These are exceptional circumstances and we will comply with the latest Government advice on Coronavirus at all times.

A risk assessment has been undertaken prior to any business activities resuming, a copy of this is available from Head Office, has been shared with all staff.

The health and safety requirements of any business activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Managers should remind the workforce at every opportunity of the Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a premises is not consistently implementing the measures set out below, it may be required to shut down.

This policy will be reviewed *annually* and revised as necessary in response to changes in legislation or guidance on methods of working. Employee's, contractors, suppliers, and consultants are all required to cooperate with us in making this policy work.

*Signature*

MANAGING DIRECTOR

*Date*

*Please see the following pages for further information on the procedures we have put in place to operate safely during the Coronavirus pandemic*

## **Self-Isolation**

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.

## **Procedure if Someone Falls Ill**

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

## **Travel to Work**

Wherever possible workers should travel to site alone using their own transport and sites need to consider:

- Parking arrangements for additional cars and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- How someone taken ill would get home.

## **Building Access Points**

- Stop all non-essential visitors
- Staff arriving at similar times will need to allow plenty of space whilst signing in
- Monitor access points to enable social distancing – We may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- Require all workers to wash or clean their hands before entering or leaving the site
- Allow plenty of space (currently two metres, this might vary) between people waiting to enter site
- Regularly clean common contact surfaces in the areas that we work in as well as tablets and mobile phones

## **Hand Washing**

- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

**Premises will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.**

## **Toilet Facilities**

- Restrict the number of people using toilet facilities at any one time
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

## **Eating Arrangements**

Staff will sit two metres apart when eating in the break/lunch room

- Lunch and Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area

- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact
- Eating utensils, cups etc. should not be used unless staff provide their own
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break including chairs, door handles.

### **Avoiding Close Working**

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

### **General Principles**

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Increase ventilation in enclosed spaces

### **Meetings**

- Virtual meetings if possible in the first instance
- Only absolutely necessary meeting participants should attend
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.

## Cleaning

- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
  - Taps and washing facilities
  - Toilet flush and seats
  - Door handles and push plates
  - Hand rails on staircases and corridors
  - Telephone equipment
  - Key boards, photocopiers and other office equipment
  - All art equipment, sports equipment, food preparation equipment
  - Water jugs for the children
  - Disposable paper plates will be used
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.