



WORKPLACE PROCEDURAL INFECTION CONTROLS AND FACILITIES

Will vary depending on the workplace, some examples of workplace infection controls:

WORKPLACE ACCESS

- Stop all non-essential visitors
- Monitor congestion to enable social distancing of 2 metres:
- Introduce staggered start and finish times to reduce congestion and contact
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- Promote good hygiene, wash or clean hands before entering or leaving premises
- Provide the necessary facilities to do this, warm water soap or hand sanitiser
- Regularly clean common contact surfaces in reception, office, delivery areas
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

TRAVEL ARRANGEMENTS

- Avoid public transport only use if there is no choice
- Car sharing would only be recommended if living in same household
- Travel alone in own transport if this is available to you
- Use a bicycle if this is feasible or walk if in walking distance
- The above may accommodate the once a day exercise, avoiding going out again.
- Every effort made to provide additional parking spaces for cars and bicycles

ENHANCED CLEANING IN THE WORKPLACE

- Enhanced and regular cleaning across all areas of the workplace utilising approved cleaning products includes all building touch points
- Enhanced and regular cleaning of escalators
- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

CANTEENS, CAFES AND EATING AREAS

- Dedicated eating areas should be identified
- If required break times should be staggered to reduce congestion, 2 metre rule
- Create space and manage sitting 2 metres apart from each other whilst eating
- 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
- Keep equipment clean between use, kettles, microwaves etc. if not practical:
- Ask workforce to bring pre-prepared meals and refillable drinking bottles from home
- Where catering is provided, it should be pre-prepared and wrapped food only
- Crockery, eating utensils, cups (unless from dispenser) etc. should not be used
- Payments should be taken by contactless card wherever possible
- 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 and shift, including chairs, door handles, vending machines and payment devices

TOILET FACILITIES

- Restrict the number of people using toilet facilities at any one time
- Promote washing 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.

HAND WASHING FACILITIES

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

CHANGING FACILITIES, SHOWERS AND DRYING ROOMS

- Introduce staggered start and finish times to reduce congestion, 2 metre rule
- Enhanced cleaning of all facilities throughout the day and at the end of each day
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of 2 metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

OTHER MEASURES

- Ensure ventilation is fit for purpose in the workplace, allow adequate ventilation
- Regularly clean the inside of vehicle cabs and between uses by different operators.
- LGV drivers have route planning taking into account available toilet and washing facilities, this will be a unique problem to this situation as public eating places are now closed. HSE Guide **here:** [Driver welfare and hours](#)
- Visitors to sites should be curtailed unless essential and [business critical](#) such as delivery drivers, outside maintenance or repairs.
- Any meetings are performed via video link/ skype/ conference call
- All non - essential staff to work remotely
- All inductions if needed undertaken with social distancing close contact protocols rigorously observed
- Observe social distancing and close contact between work colleagues
- Workplaces that are operational need to have daily communication lines

PPE PROCEDURES

- Re-usable PPE to be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused

FACILITIES FOR ISOLATING in the WORKPLACE

- Procedures need to be in place if a worker or visitor has been identified as possibly infected. An isolation room needs to be made available
- In large workplaces such as airports several isolation rooms need to be allocated
- Front line staff need to be identified, trained and issued with the correct PPE to deal with any identified possible cases.

There are specific guideline for health professionals in clinical settings please find **here:** <https://www.gov.uk/government/collections/wuhan-novel-coronavirus>