

		<p>switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks and areas. Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Signs to be placed within and outside the factory. Hi Vis jackets with keep 2m distance on the back to be bought for everyone as a reminder. Management checks to ensure this is adhered to.</p> <p>Screens to be placed between operators where 2m cannot be achieved. Screens along corridors where operators are facing the corridor.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>
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		<p><u>PPE</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough, a high temperature or a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><u>Installers</u> Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Communicate with companies we Visit to/from to ensure welfare facilities will be available to our Installers. Allowing installers adequate breaks to avail of proper welfare facilities.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>
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