

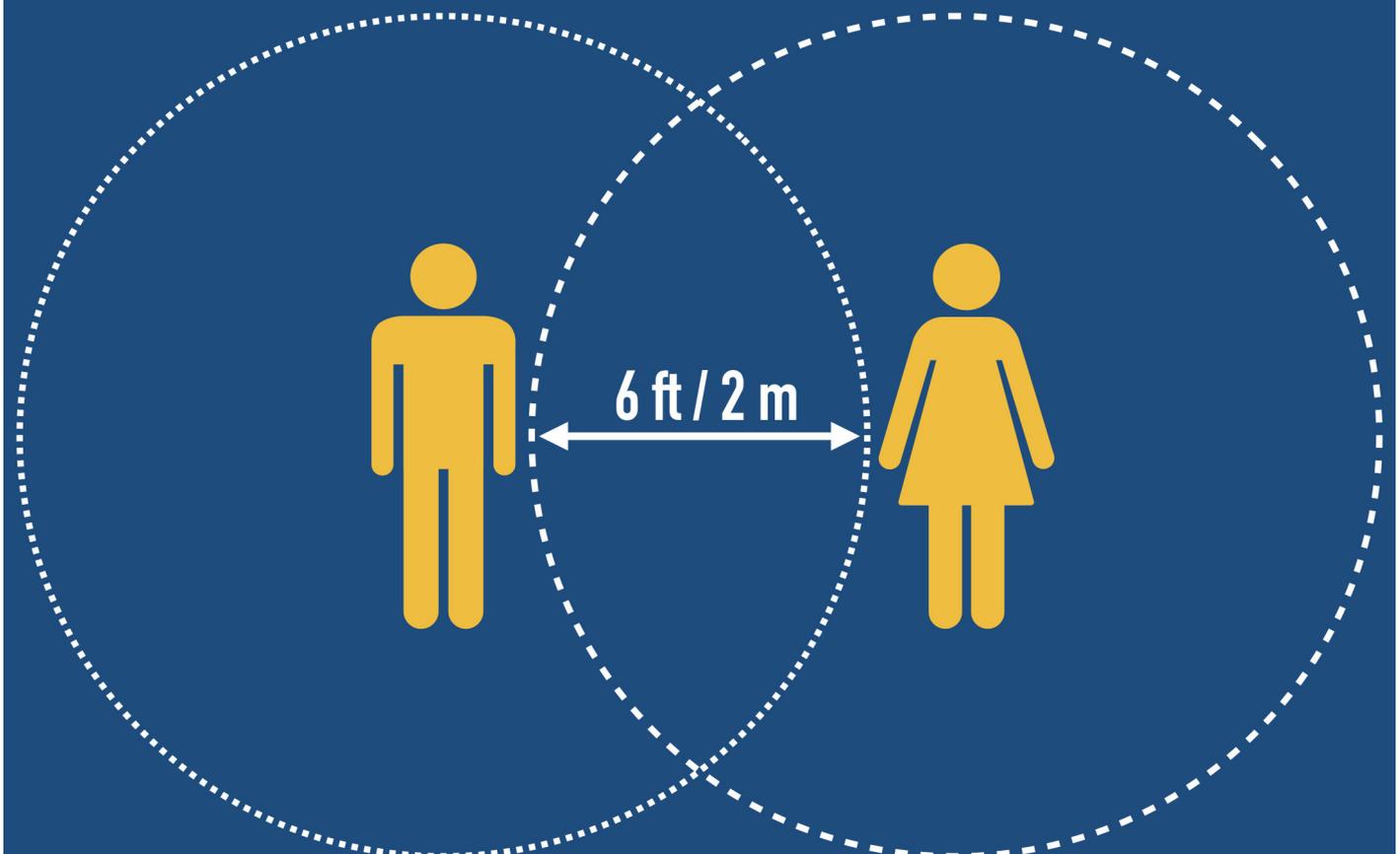
ANDRON FACILITIES MANAGEMENT

Working throughout Covid-19 - HSE Guidelines

The following is a guide for all staff who are currently working under the employment of Andron Facilities Management. Please note, you must also follow the Government guidelines relating to Covid-19 at all times.

If you wish to raise any concerns or issues at any point then please do not hesitate to contact your line manager.

Social distancing



GUIDELINES FOR EMPLOYEES AT WORK

RECOMMENDATIONS:

- Social Distancing Guidelines must be adhered to at all times.
- Staff must firstly wash their hands when arriving at work.
- Staff are strongly advised to carry sanitising gel on their person throughout their work shift.
- Staff are advised to wear their masks at all times throughout the working day.
- For more information and in depth detail about using a face mask, storing of a face mask and other important information, please refer to the Face Mask section of this document.
- When staff are not using their masks for activities such as eating or drinking they should store their mask in a paper bag, do not lay it on a surface where it is at risk of being contaminated. Always wash your hands before putting the mask back on.
- If any member of Andron's staff is being asked to perform a task they do not feel comfortable with or feel they do not have the necessary Personal Protective Equipment (PPE), it is vital you stop what you are doing and pass this on in an email to HSEQ@andron.co.uk.



- If any member of Andron's staff begins to feel unwell or develops symptoms of COVID-19 they should inform their supervisor, self-isolate and follow the government guidelines. Further advice can be found on Andron's Myportal.

RECEPTION STAFF:

- If agreed with the client, reception area should be marked out to avoid any close contact with any persons. It should be extremely obvious to anyone approaching the reception where they are to stand, if they are to adhere to a one-way system and that they are to stand at least 2 metres away from each other.
- Signage throughout the site is extremely helpful.
- It is recommended that a clear Perspex screen covers the reception area to avoid the spread of germs and bacteria from any persons entering the building.

SECURITY STAFF:

- Security staff, as well as face masks, should wear disposable gloves when on patrol or dealing with third parties. The gloves should be disposed of after each patrol/ incident is dealt with and staff should then wash their hands in line with government guidelines.
- Physical intervention should be seen as a last resort. Staff are expected to adhere to the social distancing guidelines where it is possible.
- Security staff should take an extra change of uniform to work. This covers staff in the unlikely event of their uniform contracting bodily fluids from a third party.

CLEANING STAFF:

- Staff must wear the gloves provided to them whilst carrying out cleaning duties. This prevents the spread of infection through common areas, touchpoint areas etc.

FACE MASKS

HOW TO USE A FACE MASK:

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.
- Wear a mask if you are coughing or sneezing.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.
- If you wear a mask, then you must know how to use it and dispose of it properly.



HOW DO I MANAGE USING MY MOBILE PHONE WHILE WEARING MY MASK?

People use their phones up to 52 times per day and phones are 10 times dirtier than a public toilet—you don't want to put the phone up against your mask. It will take a lot of effort to avoid reaching for your mobile phone when it rings, consider silencing your phone completely to avoid grabbing for it if it rings. You won't be able to speak on it right away if your face is covered by the mask because it will sound muffled.

Be careful how you interact with your mask and your phone. Putting a contaminated phone up to your mask contaminates the mask. Pulling your mask down beneath your chin potentially contaminates your mask. Gently wiping down your phone with a 70% isopropyl alcohol or a disinfectant wipe is enough to remove the virus. Be careful not to set your phone down on surfaces and then apply it directly to your face.

TEMPORARILY TAKING OFF/STORING MASK:

Think of your mask as a part of your face: Wash your hands before touching the mask and gently remove it only by the ear straps. For storing it, have a designated brown paper bag with you that you can place it in when not using it so you don't set it down. If you are in public daily and will be wearing the mask for hours, change your brown paper bag daily.

When you use the bag, label one side "outside" for the outer side of the mask (the side that faces the public), and label the other "inside" for the inner part of the mask (the side near your mouth). Always put the mask in the bag with the inside part corresponding to the side marked "inside" so that you don't contaminate it with what is on the outer-facing part of the mask.

WHAT DO I DO IF I START TO DEVELOP A RASH FROM WEARING MY MASK?

Wash your hands, remove the mask at home by the straps, wipe your face with a clean rag and allow your skin some time to recover. Facial moisture can cause skin breakouts. The risk of getting a rash depends on the multiple factors, including how long you wear it, the moisture produced, and your skin sensitivity to certain materials.

WHAT SHOULD I DO IF SOMEONE SNEEZES OR COUGHS ON THE OUTSIDE OF MY MASK?

Immediately turn away from the person and remove the mask by the straps. If you are in public, discard the mask immediately to avoid transmitting potential germs on the outside of the mask to yourself or others. Throw it away if it's disposable. Wash your hands immediately after removal. Remember to continue social distancing while wearing your mask.

WHAT DO I DO IF MY GLASSES KEEP FOGGING UP?

Glasses can be a concern. If glasses keep fogging up, it could mean the mask is not secure enough or snug around the nose area. Unfortunately, the fog is sometimes unavoidable while breathing, even with a good seal. It's similar to wearing a scarf in the winter.

If the fogging of glasses interferes with sight, wash your hands and remove them to clean them. Use a disposable eye lens wipes or, if using a reusable anti-scratch cloth, be sure to wash it daily if you need to clean your glasses throughout the day. Do not set the wipes down on surfaces you haven't cleaned and dried first.

"Mask or no mask, there are proven things all of us can do to protect ourselves and others – keep your distance, clean your hands, cough or sneeze into your elbow, and avoid touching your face"

- WHO Director-General

TRAVELLING ON PUBLIC TRANSPORT

RECOMMENDATIONS:

- Plan your journey and check with transport operators for the latest travel advice on your route.
- Try to travel off-peak.
- Andron supports you discussing with your line manager about agreeing flexible working times.
- Wear a face mask as a precautionary measure, but it is important to wear it properly.
- Wash your hands BEFORE and AFTER wearing face protection.
- Follow social distancing where possible.
- Avoid physical contact & try to face away from others.
- Be aware of surfaces you touch and be careful not to touch your face.



TREAT TRANSPORT STAFF WITH RESPECT AND FOLLOW INSTRUCTIONS FROM YOUR TRANSPORT OPERATOR. THIS MAY INCLUDE:

- Notices about which seats to use or how to queue.
- Additional screens, barriers or floor markings.
- Requests to board through different doors or to move to less busy areas.

HELP KEEP YOURSELF, OTHER PASSENGERS AND TRANSPORT STAFF SAFE:

- Wait for passengers to get off first before you board.
- Ensure you maintain social distancing, where possible, including at busy entrances, exits, under canopies, bus stops, platforms or outside of stations.
- Be prepared to queue or take a different entrance or exit at stations.
- Wait for the next service if you cannot safely keep your distance on board a train, bus or coach.
- Respect other people's space while travelling.
- Avoid consuming food and drink on public transport, where possible.
- Be aware of pregnant, older and disabled people who may require a seat or extra space.
- Be aware that some individuals may have hidden disabilities.

ON COMPLETION OF YOUR JOURNEY:

Wash your hands for at least 20 seconds or sanitise your hands as soon as possible - do the same for children within your care if they have travelled.