

Coronavirus – A toolbox talk for workers

Reason	Coronavirus is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected while working it can be passed on through families and other contacts. You can spread the virus even if you don't have symptoms.
Outline	This talk covers the ways to maintain your health while working at your place of work.

Getting to work

1. Wherever possible travel to site alone, using your own transport (for example, a car or bicycle).
2. Avoid public transport if possible.

At work

1. Wash your hands when you arrive at work, regularly throughout the day (especially if you sneeze or cough and after eating or handling food) and again when you leave work.
2. Always keep at least 2 metres away from other workers. This includes while you are working and during breaks and mealtimes – staggered breaks will help achieve this.
3. Stay at works for your breaks. Do not use local shops. Bring your own meals and refillable drinking bottles. Do not share items (for example, cups).
4. Only hold meetings that are absolutely necessary. Ideally, these should take place in well ventilated rooms or areas, with the minimum number of people and those people should be kept at least 2 metres apart.

Close work

Close working should be avoided.

1. Non-essential physical work that requires close contact between workers should not be carried out.
2. Work requiring skin-to-skin contact should not be carried out.
3. All other work should be planned to minimise contact between workers.
4. Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
5. Single use PPE should be disposed of so that it cannot be reused.
6. Stairs should be used in preference to lifts.

Cleaning

Extra cleaning should be carried out at work, particularly in the following areas.

1. Taps and washing facilities.
2. Toilet flush and seats.
3. Door handles and push plates.
4. Handrails on staircases and corridors.
5. Lift controls.
6. Machinery and equipment controls.
7. Food preparation and eating surfaces.

8. Telephone equipment.
9. Keyboards, photocopiers and other office equipment.

What to do if you think you are ill

If you develop a high temperature or a persistent cough while at work, you should:

1. Report this to your supervisor.
2. Avoid touching anything.
3. Cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow.
4. Return home immediately.
5. You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed.

Self-isolation

If you have any one of the following criteria, do not come to site.

1. A high temperature or a new persistent cough – follow the guidance on self-isolation (see: <https://bit.ly/3dH6GOW>)
2. Are a vulnerable person by virtue of age, underlying health condition, clinical condition or pregnancy (see: <https://bit.ly/2xyzEje>)
3. Living with someone in self-isolation or with a vulnerable person.

Vehicle Drivers

If drivers become unwell while driving the vehicle, they should contact management and return to the depot immediately if safe to do so. If this is not possible the vehicle should be parked in a safe place and management contacted immediately to advise of the situation.

The driver should then contact NHS 111 and seek advice.

Arrangements will be made accordingly to ensure the safety of the driver and return of the vehicle.

Follow the 2 metre rule at all times.

Further guidance

Posters are available at the end of this document to print and display in your workplace.

1. Coronavirus hand washing.
2. Catch it bin it kill it.
3. Cleaning and disinfection.

Further guidance can be obtained from the following approved sources:

- The UK Government (UK Gov) (<https://www.gov.uk/coronavirus>),
- Public Health England (PHE) (<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>),
- National Health Service (NHS) (<https://www.nhs.uk/conditions/coronavirus-covid-19/>)
- Health and Safety Executive (HSE) (<https://www.hse.gov.uk/news/coronavirus.htm>)

Note: this is a rapidly developing situation – please ensure that you follow the latest Government guidance as it is published.

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