

Covid 19 – Engineers rules and procedures. 13.5.20.

In order to maintain a safe working and comply with government guidelines the following procedures have been introduced and must be abided by everyone.

- *If any individuals are experiencing any other symptoms of the COVID-19 virus, i.e. coughing, sore throat, fever, headache, shortness of breath or chills they must not come to work.*
- *Engineers must travel to site in individual vehicles where practically possible.*
- *Wear personal footwear to drive and store work boots in rear of van/vehicle.*
- *Regularly clean any items you may use while travelling such as keys, mobile devices, wallets and travel cards*
- *Clean inside of your cab at the start and end of every day with antibacterial wipes*
- *Clean any items to be removed from the van and taken into your workplace or home with antibacterial wipes.*
- *At the end of the day on leaving the vehicle, wipe all the door handles and sanitise your hands again, once indoors, thoroughly wash your hands for 20 seconds.*
- *Hands should be sanitised with hand sanitiser provided at regular intervals.*
- *All employees must look to maintain social distancing wherever possible and keep 2m apart at all times.*
- *If you do have to work with another engineer, limit time and wear gloves, face mask and eye protection.*
- *Avoiding unnecessary trips to buy food during the day by bringing in your own prepared food.*
- *Practise and promote frequent handwashing before eating, drinking, smoking or vaping.*
- *Staff should be advised to let their hands dry and the vapours disperse, after using alcohol hand rub, which will minimise any fire risk, if smoking or vaping*
- *Mobile phones and tablets should be sanitised on a regular basis. Any shared equipment and tools for example 'cordless drill' must be sanitised after each use.*
- *Ensure you remove any rubbish from the cab that could be harbouring the virus.*
- *Engineers are only allowed in the cordoned off area of the warehouse to collect parts.*
- *Engineers are not allowed free access of the warehouse and must request parts/stock are put out for them before they arrive.*
- *If engineers are to use the W/C then they must adhere to 2m distancing rules and follow cleaning procedures above.*

There is a toilet located at the top of the farm for general use.