

Covid 19 - Office and Warehouse 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 enter the building or come to work.
- All staff must have their temperature taken with digital thermometer and this must be under 37.8 degrees C.
- Before entering, hands must be washed for 20 seconds by using the portable hand wash stations located by the doors.
- 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.
- All doors where possible within the office should be left open to avoid touching door handles.
- All door handles, light switches, blinds, should be cleaned on a regular basis with sanitiser.
- Staff must prepare their own food and drinks, and must sanitise the kitchen surfaces, handles etc after use.
- Only one person allowed in kitchen area at a time.
- Avoiding unnecessary trips to buy food during the day by bringing in your own prepared food.
- Mobile phones and work stations must not be shared between staff.
- Any shared equipment for example 'photo copier' must be sanitised after each use.
- Desks, phones and keyboards must be sanitised before going home.
- Waste bins to be emptied daily.
- 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.

- Deliveries are not to be signed for and social distancing must be maintained followed by immediate hand washing.
- Delivery drivers are not allowed to use any of our W/C or kitchen facilities.