

# Covid safety procedures for staff working together at Resource Centre

Agreed by Resource Centre Management Committee 2<sup>nd</sup> September 2020.

The aim of these guidelines is to mitigate the risk of:

- Members of staff transmitting the virus to each other
- Members of staff transmitting the virus to anyone else
- Members of staff contracting the virus from anyone else

## Overall principles

Nobody will be asked to work with others at the Centre if they feel that this would put them or other members of their household at too much risk.

We trust each other to be behaving sensibly outside work.

Nobody should be at work if they are ill.

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## Distance

We should aim to keep a 2m distance between members of staff working at the Centre.

If we need to have face to face conversations, these should be in the AIR room or print room, where there is enough space to keep 2m apart.

If we need to come within 2m of each other (eg to move furniture), we should ensure that this closer contact is only for short periods of time, and wear masks

## Hand-washing

Each worker should wash their hands frequently during the day, and in particular:

- On first arriving at the centre
- After coughing, sneezing or blowing their nose
- Before eating

## Ventilation

We should open windows in any room where people are working

## Shared equipment

Each worker should (where possible) use only one computer and one telephone on each day they are working in the Centre. If we need to move from one desk to another, we should clean the keyboard, mouse, telephone handset and buttons, computer switches and desk surface before moving.

Each worker should use disposable paper towels for drying their hands.

Each worker should have their own set of stationery, e.g. pens/pencils.

The toilet seat, flush handle and basin tap should be cleaned after each use.

We should leave doors open and lights on, where possible, to minimise the need for multiple people to touch light switches and handles.

Everything should be cleaned at the end of the day, as per the cleaning schedule, plus any additional surfaces touched/items/equipment handled.

## Masks

Unless we are working within 2m of each other, we do not normally need to wear masks in the Centre, but we should wear them if:

- Anyone other than Resource Centre workers comes into the Centre (eg Centre users admitted in exceptional circumstances, contractors who are fixing the building or equipment)
- We are talking to people in the lobby or the back corridor