## **HOUSEKEEPING**

WHAT ARE THE HAZARDS	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTION BY	ACTON	DONE
SPREAD OF COVID -19 CORONAVIRUS	•STAFF	HAND WASHING  HAND WASHING FACLITIES WITH SOAP AND WATER IN PLACE STRINGENT HAND WASHING TAKING PLACE SEE HAND WASHING GUIDANCE DRYING OF HANDS WITH DISPOSABLE PAPER TOWELS  CLEANING FREQUENTLY CLEANING AND DISFECTING OBJECTS ANS SURFACES THAT ARE TOUCHED REGULARLY PARTICULARLY IN AREAS OF HIGH USE SUCH AS DOOR HANDLES,LIGHT SWITCHES,RECEPTION AREA USING APPROPRIATE CLEANING PRODUCTS AND METHODS NEW CLEANING CLOTHS FOR EVERY ROOM	EMPLOYEES TO BE REMINDED ON A REGULAR BASIS TO WASH THEIR HANDS FOR 20 SECONDS WITH SOAP AND WATER AND THE IMPORTANCE OF PROPER DRYING WITH DISPOSABLE TOWELS. ALSO REMINDED TO CATCH COUGHS AND SNEEZES IN TISSUES- FOLLOW CATCH IT, BIN IT, KILL IT AND TO AVOID TOUCHING FACE, NOSE, EYES OR MOUTH WITH UNCLEAN HANDS.TISSUES WILL BE MADE AVALIABLE THROUGHOUT THE WORKPLACE. ENCOURAGE STAFF TO REPORT ANY PROBLEMS AND CARRY OUT SKIN CHECKS AS PART OF A SKIN SURVEILLANCE PROGRAMME  RIGOROUS CHECKS WILL BE CARRIED OUT BY LINE MANAGERS TO ENSURE THAT THE NECESSARY PROCEDURES ARE BEING FOLLOWED	STAFF/ MANAGERS  STAFF/ MANAGERS	4 <sup>TH</sup> JULY 2020	

SOCIAL DISTANCING SOCIAL DISTANCING REDUCING THE NUMBER OF PERSONS IN ANY WORK AREA TO COMPLY WITH THE 1+ METER GAP RECOMMEMDED BY THE PUBLIC HEALTH AGENCY THESE INCLUDE •SEPARATE ARRIVAL TIMES •1 PERSON CLEANING ONE ROOM •SEPARATE BREAK TIMES •ONE WAT SYSTEM FOR CORRIDORS	STAFF TO BE REMINDED ON A DAILY BASIS OF THE IMPORTANCE OF SOCIAL DISTANCING BOTH IN THE WORKPLACE AND OUTSIDE IT.  MANAGEMENT CHECKS TO ENSURE THIS IS ADHERED TO	STAFF/ MANAGEMENT	
WEARING OF PPE ALL STAFF TO WEAR GLOVES ,APRONS, MASKSOR FACE VISORS NEW GLOVES FOR EACH ROOM	STAFF REMINDED THAT WEARING GLOVES IS NOT A SUBSITUTE FOR GOOD HAND WASHING FACE VISORS CLEANED BEFORE USE	MANGEMENT	<b>4</b> <sup>TH</sup>
FOGGING ALL DEPARTUTRES WILL BE FOGGED/ STERILISED BEFORE STAFF ENTER AFTER ROOM IS CLEANED ALL ROOMS ARE FOGGED/STERILISED AND LEFT FOR 3 HOURS BEFORE GUEST ENTERS		MANGEMENT	JULY 2020

SYMPTOMS OF COVID -19  IF ANYONE BECOMES UNWELL WITH A NEW CONTINUOUS COUGH OR A HIGH TEMPERATURE IN THE WORKPLACE THEY WILL BE SENT HOME AND ADVISED TO FOLLOW THE STAY AT HOME GUIDANCE. LINE MANAGERS WILL MAINTAIN REGULAR CONTACT WITH STAFF MEMBERS DURING THIS TIME.	STAFF/ MANGEMENT	
IF ADVISED THAT A MEMBER OF STAFF OR PUBLIC HAS DEVELOPED COVID -19 AND WERE RECENTLY ON OUR PREMISES (INCLUDING WHERE A MEMBER OF STAFF HAS VISITED OTHER WORK PLACE PREMISES SUCH AS DOMESTIC PREMISES) THE MANGEMENT TEAM OF THE WORKPLACE WILL CONTACT THE PUBLIC HEALTH AUTHORITY TO DISCUSS THE CASE, IDENTIFY PEOPLE WHO HAVE BEEN IN CONTACT WITH THEM AND WILL TAKE ADVICE ON ANY ACTIONS OR PRECAUTIONS THAT SHOULD BE TAKEN HTTP://WWW.PUBLICHEALTH,HSCNI.NET/		