

RECEPTION

WHAT ARE THE HAZARDS	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTION BY WHO	ACTION BY WHEN	DONE
SPREAD OF COVID -19 CORONAVIRUS	<ul style="list-style-type: none"> • STAFF •GUEST •VISITORS •ANYONE ELSE WHO PHYSICALLY COMES INTO CONTACT WITH 	<p><u>HAND WASHING</u></p> <ul style="list-style-type: none"> • HAND WASHING FACILITIES WITH SOAP AND WATER IN PLACE •STRINGENT HAND WASHING TAKING PLACE • SEE HAND WASHING GUIDANCE •DRYING OF HANDS WITH DISPOSABLE PAPER TOWELS <p>HAND SANTISING STATION ON RECEPTION</p> <p><u>CLEANING</u></p> <ul style="list-style-type: none"> •FREQUENTLY CLEANING AND DISINFECTING OBJECTS AND 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 •ROOM KEYS TO BE CLEANED BEFORE GIVEN OUT •OFFICE TO BE CLEANED AT END OF SHIFT •STAFF TO USE OWN PENS •BELL CLEANED AFTER USE <p><u>SOCIAL DISTANCING</u></p> <p>SOCIAL DISTANCING REDUCING THE NUMBER OF PERSONS IN ANY WORK AREA TO COMPLY WITH THE 1+ METRE GAP RECOMMENDED BY THE PUBLIC HEALTH AGENCY</p> <p><u>THESE INCLUDE</u></p> <ul style="list-style-type: none"> • NO MORE THAN 3 PEOPLE IN THE OFFICE AT ONE TIME •HAND OVER REDUCED TO 15 MINUTES 	<p>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 AVAILABLE THROUGHOUT THE WORKPLACE. ENCOURAGE STAFF TO REPORT ANY PROBLEMS AND CARRY OUT SKIN CHECKS AS PART OF A SKIN SURVEILLANCE PROGRAMME</p> <p>RIGOROUS CHECKS WILL BE CARRIED OUT BY LINE MANAGERS TO ENSURE THAT THE NECESSARY PROCEDURES ARE BEING FOLLOWED</p> <p>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</p>	<p>STAFF/ MANGEMENT</p> <p>STAFF</p>	<p>4TH JULY 2020</p>	

		<p><u>CHECK IN & CHECK OUT</u></p> <ul style="list-style-type: none"> •ONE PARTY AT A TIME AT RECEPTION •GUESTS ASKED TO SEE THEMSELVES TO ROOM •LUGGAGE TO BE TAKEN UP LATER BY STAFF IF REQUIRED <p><u>PPE</u></p> <p>GLOVES/ MASKS/ VISORS AVAILABLE AS REQUIRED</p> <p><u>SYMPTOMS OF COVID -19</u></p> <p>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.</p> <p>LINE MANAGERS WILL MAINTAIN REGULAR CONTACT WITH STAFF MEMBERS DURING THIS TIME.</p> <p>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</p> <p>HTTP://WWW.PUBLICHEALTH.HSCNI.NET/</p>	<p>TAPE ON THE FLOOR</p> <p>HANDS SANITISED AFTER CARRYING LUGGAGE</p>		<p>4TH JULY 2020</p>	
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