**During this Toolbox Talk session we will:**

* Increase your awareness of how you must work to support in keeping the site you clean Covid Secure during the current COVID 19 pandemic
* Consider how your actions will help to keep you, your colleagues and our clients safe.
* Ensure you recognise the importance of your critical role in the cleaning protocols, that support your client get back to work, school or University.
* Ensure you understand that this is a series of Toolbox talk supporting how to work safety during Covid 19

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**What is Covid 19**

Coronavirus (COVID-19) is a new illness that can affect your lungs and airways. The virus has ranged from mild to severe. Most people have recovered without needing medical treatment. However, hospitalisations and deaths have occurred.

**Who is at higher risk for COVID-19**

Older people, pregnant women, and children or adults with underlying conditions such as asthma, diabetes, suppressed immune systems, heart disease, and kidney disease, are more likely to have complications.

**Coronavirus Symptoms**:

The main symptoms according to the NHS are:

* **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
* **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
* **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

**Coronavirus – How your Personal Practices keep all of us safe**

* **Practice Good Personal Hygiene**
* **Regular handwashing** Wash your hands with soap and water often for at least 20 seconds or use an alcohol-based hand sanitiser gel, if soap and water are not available
* **Cover your mouth** with a tissue or your sleeve (not your hands) when you cough or sneeze and put you used tissues in the bin.
* **Don’t touch your face**. This is a lot harder than it sounds and requires conscious effort. The average person touches their face 23 times an hour, and about half of the time, they’re touching their mouth, eyes, or nose — the surfaces that COVID-19 infects.

Yes, we know you’ve heard all this a million times already. It bears repeating. There are a lot of things we don’t know about this virus, but we do know it spreads through respiratory droplets produced when an infected person coughs or sneezes.

Other individuals may be infected when they touch a surface that has virus particles on it and then touch their own mouth, nose, or eyes. Hand hygiene is the very best weapon in this fight.

**2. Practice Social Distancing**

Social distancing is exactly what it sounds like: keeping your distance from other people.

* **Keep your distance**. The number of people in any given location is important and coming into contact with fewer people is essential. Respiratory droplets from a cough or sneeze can travel up to **2 meters** and be inhaled into the lungs of people within range. Protect yourself by staying out of range stay **2 metres apart** .
* **Don’t hug or shake hands**.
* **Make a conscious effort to avoid crowds**. think about walking or riding a bike to work if you can. This recommendation relates both to keeping your distance and avoiding contaminated surfaces, because the more people, the more those common surfaces get touched.

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**Coronavirus – How your Work Practices keep all of us safe**

**3. Personal Protective Equipment - PPE**

* **Wear the correct PPE.**  The equipment we provide you to keep you safe while at work has been risk assessed to make sure you are protected. It’s important that we do not take valuable PPE from the NHS and care services as there have been shortages, if we do not require it for the work we are doing. Be assured we will always protect you.
* **Your PPE will consist of your daily workwear** - tabard, polo-shirt. Rubber/disposable gloves. Please wash your workwear and keep it clean. Government guidelines do not require you to wear a facemask. If you are carrying out a Covid 19 clean, you will wear a full disposable suit, with overshoes, goggles, mask, gloves and plastic apron.
* **Take responsibility for your safety** If PPE is not available on site STOP and contact your supervisor/manager

**Coronavirus – How your Work Practices keep all of us safe**

**4. Cleaning Protocols**

**A protocol is a procedure, practise or a code of behaviour.**

**The Government and Health & Safety Executive have issued Guidance and we have reviewed this guidance to keep you safe and ensure we can do our essential work.**

* **Social Distancing**

You are aware of the **2 metres social distancing rules**, which must be adhered to while you are at work. To make this easier to abide by if you do work with others, we aim to segregate cleaning duties, so that you will not work together in close proximity but have areas to clean, this will also avoid any cross contamination. In schools they are calling this “bubbles” in business “Zones”.

If you work at a time when others are in the building, we may do one of two things

1. Ask you to **support in cleaning touch points** more often. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, taps, and sinks. which are areas with high traffic of people, to keep it clean.

Or

2. We may ask you to **work at different times** to avoid having too many people in the building and allow you to clean more thoroughly without any congestion.

**Your manager will discuss this with you, however, please be assured we will do everything to make sure we can work through this together to meet your needs as well as the business**.



**Coronavirus – How your Work Practices keep all of us Safe**

* **New Cleaning schedules**

We are likely to put in place new cleaning schedules to make sure that we clean frequently touched areas and surfaces more often. However so that you aware of how the cleaning schedules may change we have written to our clients to ask the following information

**1. Please confirm the date you are preparing to reopen**

**2. Do you require the building to be deep cleaned/or fogged prior to opening date?**

 **3. Do you require the full building to be cleaned daily as normal or is your**

 **Intention to open or close specific areas?**

**4. For social distancing, do you wish the cleaners to remain on the normal rota times or do you wish to amend these, please specify?**

**5. Would you like to add additional hours for touchpoint cleaning and other support services? Touch point cleaning ensures hourly cleaning of high-volume areas including balustrades, switches, toilets etc**

**6. Any other specific requirements with regards to your Risk Assessment that you wish us to consider?**

When we have this information, we will be better able to inform you if there will be any changes

**Coronavirus – How your Work Practices keep all of us safe**

* **Colour coding system**

Recommended by the Health and Safety Executive, a colour system in our workplace makes cleaning effective, efficient and in turn, increase general hygiene and cleanliness. Our original colour coding system remains.

**Please continue to Strictly follow all Glen colour coding**.

1. Red – Toilets

2. Yellow – Washbasins

3. Blue – General areas

4. Green – Kitchens

**Coronavirus – How your Work Practices keep all of us safe**

* **Chemicals**

Cleaning solutions should be stored in accordance with Control of Substances of Hazardous to Health (COSHH), and cleaning equipment changed and decontaminated regularly

We have considered the best products to use

**Only Use disinfectant cleaning products provided by Glen.** We have ensured that we have full COSHH (Control of Substances Hazardous to Health Regulations) method statements and risk assessments completed.

You will be trained to use any new chemicals prior to use, please take responsibility and do not use any new product until full training, including PPE has been provided

* **Central Response Team**

Our mobile team has been rebranded and we are calling them the **Central Response Team,** the name change is to recognise the key role and value we place on what they do every day. In this situation they will support in the fogging and deep cleaning of buildings: working in 4 teams of 3 Devon, Wales, and 2 in Bristol.