**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**

1. **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 meters 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.

**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

**4. Cleaning Protocols**

* **New Cleaning schedules** we are likely to put in place new cleaning schedules on site to make sure that we clean frequently touched areas and surfaces. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, taps, and sinks. We will share these with you if appropriate
* **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.
* **Strictly follow all company colour coding**.

1. Red – Toilets

2. Yellow – Washbasins

3. Blue – General

4. Green – Kitchens