

# What makes a workplace COVID-19 secure

Here is a summary of the steps that need to be taken for a workplace to be defined as COVID-19 secure:



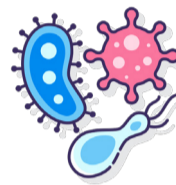
The building has been subject to a risk assessment in line with HSE guidance



Personal Protective Equipment (PPE) is being used as directed



Cleaning, hand-washing and hygiene procedures have been agreed



Where people cannot be 2m apart, the risk of transmission is being managed



- Sneeze screens in place where appropriate



Open windows to allow fresh air to circulate



2-metre social distancing has been established wherever possible:



All colleagues who can work from home are being asked to work from home



- Signage and floor markings in place



Enhanced cleaning regime is in place:

- Toilet and kitchen use is managed



- Where workstations are shared, cleaning regimes are in place
- One-way routes
- Visiting by appointment only

## Please play your part:

- Wash your hands thoroughly and regularly
- Wipe down objects and surfaces that are regularly touched
- Keep workspaces clutter-free so they can be cleaned
- Maintain social distancing – follow the signs and markings, and observe the 2-metre rule
- Avoid unnecessary journeys around your building
- Only work at your own desk or workstation
- If you have to hold face-to-face meetings, hold them outdoors or in well-ventilated rooms - meeting room guidance is available
- Only invite visitors by appointment, when strictly necessary
- Stick to any arrival and departure times you have been given
- Walk to the left.

A schedule of when floor markings are being added to each building is available on Connect. There will also be pictures on the Team Derbyshire Healthcare Facebook page of some typical floor markings, to help colleagues visualise this.