# COVID-19 – Work Method Statement

We will:

* Not be holding all staff meetings. This will now be by teams and social distancing and hygiene practices apply.
* All common surfaces in the Office areas are to be wiped down with disinfectant spray and/or disinfectant wipes at least once a day. This includes:
	+ Door handles
	+ Desk, keyboard, monitor, mouse
	+ Kitchen surfaces
	+ Ensuring all eating/drinking utensils are cleaned and not shared
	+ Toilets cleaned
	+ Handtowels and Tea-towels changed at least daily. Fresh handtowels available per person as required
* Before and after going into client businesses:
	+ Clean hands with hand sanitiser
	+ Keep social distancing etc.
	+ Hand hygiene – that is, washing hands regularly with soap and water (for at least 20 seconds), or cleansing with hand sanitiser
	+ Coughing or sneezing into a tissue or your elbow and then performing hand hygiene
	+ Cleaning work surfaces and tools regularly.
* While at client premises we will greet with elbows or the ‘East Coast Wave’, and practice social distancing (greater than 1 metre. 2 metres if someone has a cough).
* If we feel sick or have a cough:
	+ We will make our work area safe
	+ Leave the client premises immediately
	+ Will not return to the office
	+ Contact our manager (who will contact the client as applicable)
	+ Report on PeopleSafe as a risk; and Go home.

We have the ability to initiate the All About People Infectious Diseases and Pandemic Response Plan if required.