# 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.