

SOCIAL DISTANCING

Keeping you & your employees safe.



#STAYALERT



WHY SOCIAL DISTANCING?

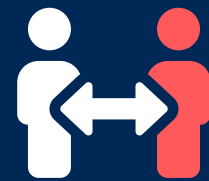


In recent times, the public health measures of social distancing have become the norm in public spaces, workplaces, and on our transport infrastructure.

Maintaining a distance of 2 metres (6ft) from other people has been shown to control the spread of Covid-19 – however, when this is not possible people have been encouraged to stick to a minimum of 1 metre distance to ensure safety.

Current government guidelines state that those who can work from home should where possible. Many employees are unable to do this and so rely on their employers to make their workspaces safe and hygienic.

The implementation of social distancing means different things in different workplaces however – with measures in office blocks and hospitals contrasting measures in factories or construction sites.



Keeping a safe distance from others around you is crucial to preventing the spread of Covid-19



So how do you effectively implement a scheme that meets the requirements and keeps you and your employees safe?

HOW DOES SOCIAL DISTANCING HELP?



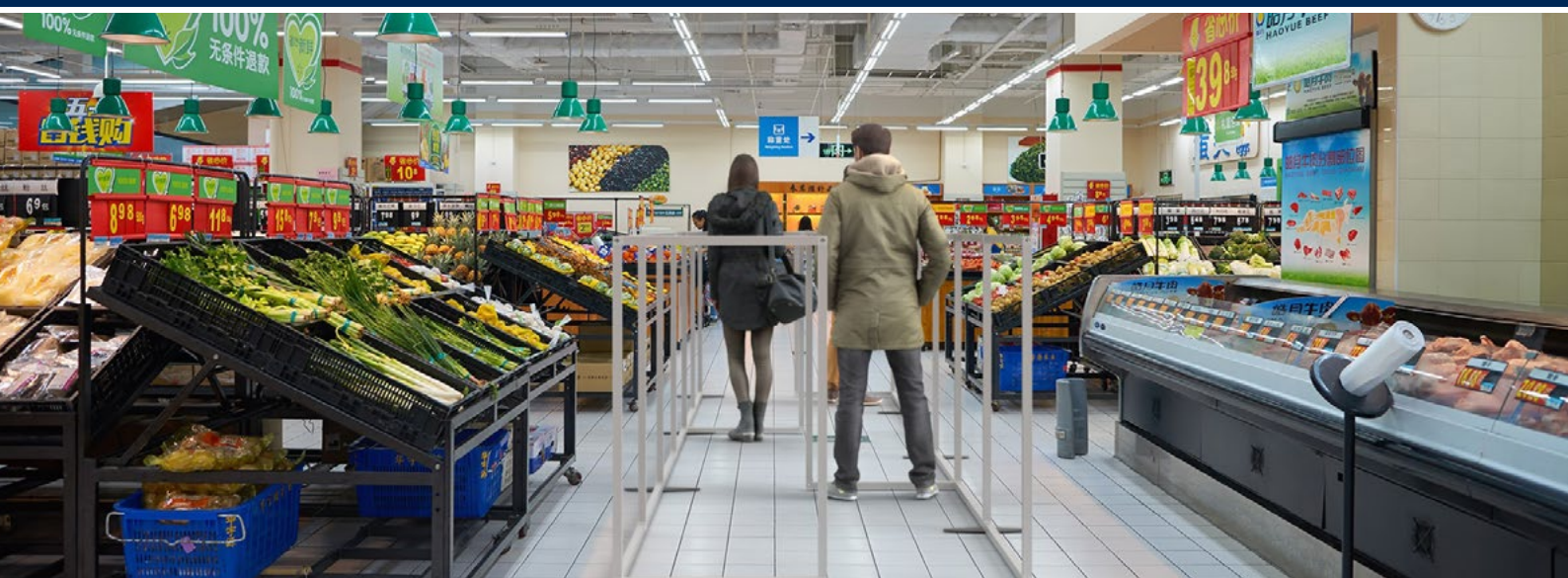
In line with current government guidelines, social distancing is being implemented across all parts of our lives at an unprecedented rate.



This is due to Covid-19 being highly infectious so the most common way of catching it is through coming into contact with droplets from coughs or sneezes of an infected person. These enter the body either through inhalation into the mouth or nose, or the droplets landing in your eyes.

By maintaining a distance between yourself and other people around you, the risk of this occurring is drastically reduced.

This slows the infection rate, which is key to combating the spread of the virus.



Quick & Simple Ways To **Instantly** Make Your Workplace Safer



Some social distancing measures require a large re-organising of a workplace and can take weeks to put in place. But there are other quick-fire, cost effective options for instantly ensuring the safety of your employees and getting you back up and running.



Here are a few small changes that you can implement to quickly and easily make your space a safer workplace:

- ▶ Get floor/door graphics or tape put out to remind people of social distancing
- ▶ Maintain a safe distance between seated employees
- ▶ Make only your own hot drinks – avoid contact with other people’s cups
- ▶ Avoid sharing workstations or hot-desking as much as possible
- ▶ Arrange a ‘one-way traffic’ system in the workplace
- ▶ Use an antibacterial cleaner to sanitise all desks, keyboards, and work surfaces after using them
- ▶ Avoid face-to-face meetings, where possible
- ▶ Install hand sanitisation stations at multiple touchpoints or entry points
- ▶ Add simple screens/dividers to minimise spread of germs
- ▶ Keep clutter off desks to maximise cleanliness
- ▶ Wash your hands regularly, not just when using the restroom



THE IMPORTANCE OF HAND WASHING IN THE AGE OF CORONAVIRUS



Currently hygiene is of the utmost importance to everyone – employees and employers alike.

Implementing thorough hand washing and hygiene procedures is crucial to minimising the spread of Covid-19. This helps to keep your workplace a safe and clean space.

Employers should ensure that pop-up handwashing stations are made available to all employees, as well as providing soap and hot running water – which has been proven to be the most effective method of eliminating the virus from your hands.

All staff should be encouraged to follow the guidance on hand washing and hygiene, and should try to keep their hand washing routine consistent throughout the day.



Hand sanitiser is also considered to be a good method of keeping your hands clean but should be used in moderation.

Free Downloadable Safety Signage

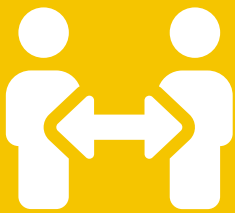
To get you started, we've put together some free, simple and effective safety signage print outs to help you on your way.

Just simply print out the signage below and put it up where required to help remind people of their need to socially distance.





**TO KEEP YOU SAFE IN YOUR
WORKPLACE AND LIMIT THE
SPREAD OF COVID-19 PLEASE
RESPECT AND ADHERE TO THESE
SAFETY PRECAUTIONS:**



**Keep your
distance**



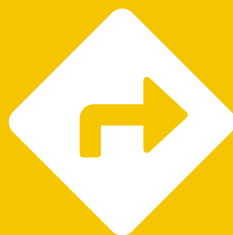
**Regularly wash
your hands**



**Work from
home where
possible**



**Avoid physical
contact**



**Follow any
one-way signs**



**Keep your
workspace
clean**

THANK YOU

HOW TO WASH YOUR HANDS EFFECTIVELY



Current NHS guidelines state that: 'You should wash your hands for the amount of time it takes to sing 'Happy Birthday' twice (around 20 seconds).



1 Wet your hands with water & apply enough soap to cover your hands



2 Rub your hands together



3 Use 1 hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand



4 Rub your hands together and clean in between your fingers



5 Rub the back of your fingers against your palms



6 Rub your thumb using your other hand. Do the same with the other thumb.



7 Rub the tips of your fingers on the palm of your other hand. Do the same with other hand.



8 Rinse your hands with water.



9 Dry your hands completely with a disposable towel. Use the disposable towel to turn off the tap.