

# Team members based 'on site' and PPE for COVID-19 – Cleaning Guide

All Cubro Team members working on site during alert level 3 lockdown must follow the below protocols to avoid contracting and or passing on COVID-19.

## PHYSICAL DISTANCING

## WASH HANDS REGULARLY

## COUGH OR SNEEZE INTO YOUR ELBOW

## SELF DECONTAMINATION

### Physical distancing

Physical distancing (sometimes known as 'Social distancing') is about keeping a safe distance from others. **At all times, keep a 2 metre distance from anyone.**

COVID-19 can spread from person to person through physical contact. This is about physical distance. We are all being asked to play our part to refrain from physical contact to prevent the spread of COVID-19. For your own mental health you can, and should, keep in touch with friends and family via the phone, or online.

Physical distancing is an important way to unite against COVID-19, for anyone who doesn't need to be in self-isolation.

We will mark out physical distance zones around high traffic areas or workstations to visually show the required physical distance. Café/break areas will have reduced furniture to ensure physical distancing.

### How to wash your hands properly

- Step 1: Wet hands with running water
- Step 2: Apply enough soap to cover wet hands
- Step 3: Scrub all surfaces of the hands – including back of hands, between fingers and under nails – for at least 20 seconds, this is happy birthday song twice
- Step 4: Rinse thoroughly with running water
- Step 5: Dry hands completely with a clean cloth, single-use towel or blow drier.

## How to use hand sanitiser

The same goes for hand sanitiser: Rub it into your hands for at least 20 seconds to ensure full coverage. Ensure the sanitiser dries completely before touching something.

Wash your hands and sanitise regularly, and always after the below:

- After blowing your nose, coughing or sneezing
- After visiting a public space, including public transport
- After touching surfaces outside of the home
- After using the toilet
- Before and after eating
- After handling rubbish
- After touching animals and pets
- After changing babies' nappies or helping children use the toilet
- When your hands are visibly dirty
- After touching money
- Before, during and after caring for a sick or vulnerable person

Do I need to use warm water to wash my hands? No, you can use any temperature of water to wash your hands. Cold water and warm water both kill germs and viruses – as long as you use soap.

Do I need to dry my hands with a towel? Germs spread more easily from wet skin than from dry skin, so drying your hands completely is an important step. Paper towels are the most effective way to remove germs without spreading them to other surfaces.

## Which is better: washing your hands or using hand sanitiser?

Handwashing with soap and water or using hand sanitiser, when done correctly, are both highly effective at killing most germs and viruses. Hand sanitiser is often more convenient when you are outside of the home, but can be expensive or difficult to find in emergency contexts.

## Cough or sneeze into your elbow

It keeps the virus off your hands, so you won't spread it to other people and make them sick too. Coughing or sneezing into your elbow catches the droplets and stops them getting onto your hands.

Tissues - Put any used tissues in the bin or a bag immediately. Then wash your hands thoroughly. Then dry.

## Self-Decontamination

When moving back to your family at the end of the working day, ensure you carry out a self-decontamination protocol before any close physical contact.

This is as simple as removing clothing in your laundry and washing it with a good detergent. Also have a shower and wash with soap to remove any possible contamination.

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Come to work each day in a clean set of clothes to reduce the risk of cross contamination.

## **How it spreads**

Like the flu, COVID-19 can be transmitted from person to person. The scientific evidence confirms that COVID-19 is spread by droplets. When an infected person coughs, sneezes or talks, they may generate droplets containing the virus. These droplets are too large to stay in the air for long, so they quickly settle on surrounding surfaces. If other people touch these surfaces they may get sick.

## **Tools**

Don't share tools, have one set for each of you. If you must use another person's tools, sanitise before and after you use them.

## **Computer**

Don't share computers. Each computer is to be used by one person only for the day. If you must use a computer that someone else has been using, ensure you sanitise before and after you use it.

Sanitise the keyboard and other surfaces that are touched before you use, and at the end of the day.

## **Forklifts and Picking Carts**

Sanitise before and after you use one.

## **Sanitising equipment out on delivery/or unknown source at Inwards**

For our team that are in touching equipment from facilities or private homes, use the Virkon spray to sanitise the equipment and wear gloves.

## **Other PPE**

What is important here is that this type of specialised equipment is only required for people who work in jobs where a 1-metre contact distance from someone with potential COVID-19 symptoms cannot be maintained e.g. police officers, emergency personnel, customs staff etc.

### **Facemasks**

For Cubro's team member's roles, facemasks are not deemed necessary according to MOH guidelines but they are available to you if you wish to wear them. Facemasks play an important role in clinical settings, such as hospitals.

For team members interacting with the public, we encourage you to wear them.

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## **Gloves**

For our team in inwards goods, or visiting customers for joint visits, deliveries, servicing etc. **wear gloves at all times if you need to touch the equipment in any way.**

For our onsite teams, gloves are available to you if you wish to wear them.

## **Foot covers**

We are currently working on obtaining stock of these to make them available for our team entering a customer's property.

## **Cleaning and Sanitising Protocols**

Ensure the supplied disinfectant is used when you clean and sanitise.

Use disposable gloves when cleaning and sanitising.

If using re-usable cloths to clean and sanitise ensure the cloth is cleaned and sanitised when finished with.

Cleaning and sanitising of work areas, tools and equipment is to be carried out at the end of each working day.

The team is to be specifically aware of common touch points in the workplace and ensure they decontaminate themselves correctly and also they must pay particular attentions to these when carrying out cleaning and sanitising.

Delivery vehicles need to be sanitised regularly especially the common touch points and a full decontamination of the driver's area must be completed at the end of each working day. If picking up any equipment to bring back to Cubro then this must be sprayed with Virkon to ensure the cargo area of the vehicle remains clear of infection.