

Reopening Services

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Outline:

- Should we reopen
- Returning to work on site
- Risk assessments
- Social distancing
- Moving around the workplace
- Hand Sanitiser and PPE
- Cleaning
- Refreshments and Catering
- Printed materials and equipment
- Track and Trace



Should we reopen?

- The first question should be; can you open?
- Can you open safely with social distancing measures are in place?
- Check with your insurers – you need some form of reassurance that Public Liability, Employer's Liability and, if you have it, Professional Indemnity Cover would still be satisfactorily in place

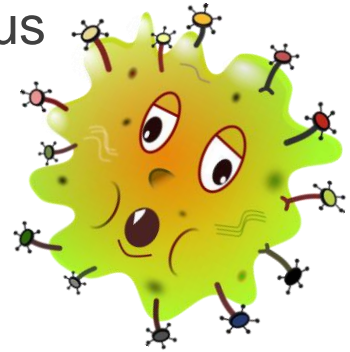
Returning to work on site:

- Workplaces can reopen
- Must make arrangements for people to work safely
- People with a disability and/or health conditions need reasonable adjustments.
- People who are clinically extremely vulnerable should carry on working from home if possible unless you can make the workplace COVID secure



Risk assessments:

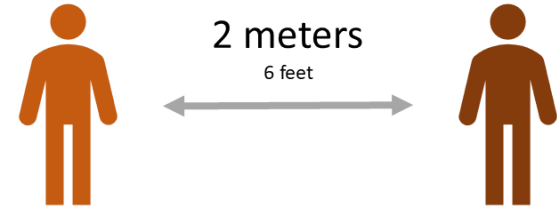
- Identify activities and situations that might increase the risk of spreading the virus, thinking about:
 - ❖ Who is at risk
 - ❖ How likely it is that someone could be exposed to the virus
 - ❖ How you can minimise or remove the risk



Risk assessments continued...

- Needs of different groups of people e.g. those with a disability and/or long term condition
- Review your current risk assessments (including fire)
- If key people are absent and/or if your organisation is operating in a different way than usual
- You should share the results of your risk assessment with your staff, volunteers and visitors
- You might want to share it on your website if you have one

Social distancing:



- Only have the minimum number of staff and volunteers on site
- Limit the number of visitors at any one time
- The number will depend on the size of the setting
- Maintain 2m social distancing.
- 1m+ distancing is acceptable as long as additional steps (e.g. screens, back to back working)
- Visitors by appointment, rather than at drop-ins,

Social distancing:



Moving around the workplace:

- Use markings to introduce a one way flow of people entering and exiting the setting
- Stagger arrival and departure times to reduce crowding at entrance points
- Increase the number of entry points into the setting
- Provide alternatives to touch-based security devices such as keypads
- Review signing in and out procedures so that people don't have to share pens or papers.

Hand Sanitiser and PPE



- Washing your hands with warm water and soap for at least 20 seconds is the best way to prevent the spread of COVID-19.
- Hand washing and drying facilities (preferably paper hand towels) should be provided
- Put up signs or visual aids
- Provide hand sanitiser for people to use when they enter and they leave.
- Hand sanitiser should contain at least 60% alcohol to be effective
- Masks should be considered for communal areas

Hand Sanitiser and PPE cont

How to Wash Your Hands

The Importance of Hygiene

In certain types of business, hygiene is a legal requirement, such as where food is handled. For other workplaces it is also essential.

Essential reasons:

- Washing hands prevents the spread of germs which lead to diseases such as flu, stomach bugs and even potentially fatal diseases such as MRSA.
- Contamination on the hands can get onto food, vegetables etc.
- Contamination can also be passed onto others, such as children.

Employers must provide hand-washing facilities that are well stocked and suitably sized.

Hand-washing facilities must be provided in toilet areas and close to food preparation areas. The facilities must include a basin with hot and cold water, liquid soap and paper towels with a waste bin.



Do's and Don'ts

Do:

- ✓ Use a hand cream or lotion, especially if you have to wear your hands regularly.
- ✓ Let your hands dry before putting on gloves.

Wash hands before:

- ✓ Treating cuts.
- ✓ Handling food.
- ✓ Visiting places with sick people or small children.

Wash your hands after:

- ✓ Using the toilet.
- ✓ You have touched a contaminant e.g. rubbish.
- ✓ You blow your nose or sneeze even if you use a tissue.

Don't:

- ✗ Turn the tap off with clean hands.
- ✗ Use excessively hot water to rinse your hands.

Hand Wash Procedure

1. Wet your hands with water.
2. Apply enough handwash/soap to cover your hands.
3. Rub hands palm to palm.
4. Rub right palm over the back of your left hand and vice versa.
5. Palm to palm with fingers interlaced.
6. Backs of fingers to opposing palms with fingers interlocked.
7. Rotational rubbing of left thumb clasped in right palm and vice versa.
8. Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.
9. Rinse your hands with water.
10. Dry your hands thoroughly with a single use towel.
11. Use the towel to turn off the tap.
12. Your hands are now safe!

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Cleaning

- Prior to opening clean thoroughly and open windows/doors frequently to encourage ventilation
- Cleaning should take place at least daily
- Vacuuming should only be carried out when necessary and ideally at the end of the day when everybody has left. Steam cleaning is recommended in areas that are difficult to clean and for soft furnishings that can't be laundered
- Wash your hands before starting and wear disposable or washing up gloves (individual use only, not shared) and ideally a disposable apron for cleaning
- Clean hard surfaces with warm soapy water using a disposable cloth and then disinfect these surfaces with household disinfectant
- Pay attention to things like door handles, light switches, desks, telephones and bannisters

Cleaning cont...



- Toilets and washrooms to be cleaned at least twice daily
- All cleaning equipment should be cleaned between each use. If disposable mop heads are not available then mop heads should be laundered at a minimum of 60°C after each use.
- Gloves, aprons, cloths and disposable mop heads should be double-bagged, stored securely for 72 hours and then thrown away in the regular rubbish
- All waste produced in the 3 days prior to collection should be stored securely and put in the external bin after it has been emptied.
- Ideally bins should have a lid and be non-touch operated e.g. pedal bin.
- If surfaces and items are likely to be used by multiple people consider providing disposable wipes or other cleaning products so that they can be wiped down between use .

Refreshments and Catering

- If reusable cups, plates or containers are to be used they should be washed thoroughly in hot soapy water or in a dishwasher if suitable
- Ask people to bring their own cups
- Minimise direct contact with food by using tongs and utensils and ask people to only touch items that they are going to use or eat themselves
- Minimise self service to avoid lots of people using the same utensils
- Wash fresh produce like fruit before serving



Printed materials and equipment

- The coronavirus can survive on paper for up to 24 hours
- Try and find a different way of sharing information such as e-bulletins
- Laminating information sheets so that they can be wiped clean between use or putting the information up on a poster on the wall so it can be read without handling
- Use equipment that will only be used or touched by one individual and/or equipment that can be cleaned after it has been touched e.g. hard plastic toys.

Test and Trace

- Test and Trace ensures that anyone who develops symptoms of the virus can quickly be tested to find out if they have the virus
- It helps trace close/recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus
- If you are opening a venue/running an event you are responsible for keeping a record of all attendees for Track and Trace purposes
- Records of attendance and contact details must be kept for 21 days
- You can easily set up a NHS Covid-19 QR code for your venue which enables attendees to register their attendance with the NHS Covid-19 App (the app is free for people in England from most app stores)

Questions:

Do you have any questions?



Contact:

For further advice, information or to book a visit to the centre:

- Jane Granville – jane.granville@yorkcvs.org.uk
- Lisa Egginton – lisa.egginton@yorkcvs.org.uk

Thank you