

COVID SAFE WORKING POLICY

INTRODUCTION

As the COVID-19 lockdown is eased, we recognise that Green Mop needs to return to normal operations where possible and adapt to new ways of working where required. This policy explains the changes to our working environment and new ways of working.

These adaptations have been informed by our COVID-19 Risk Assessment, which you can view on your Connecteam App, or via [our website by clicking here](#).

We encourage you to let us know if you have any concerns, have identified any potential risks, or have any suggestions for any further adaptations we can make. You can do this by raising concerns or making suggestions to your Supervisor, or by contacting the office.

IN ADVANCE OF YOUR RETURN

The Office Team may continue to work from home, or work the office one at a time.

The Cleaning Teams cannot work from home as they all work in various customer locations.

Workers with serious underlying health conditions who have been advised to shield against Coronavirus should continue to do so for the duration of their shielding period. Please inform the Office Team if this applies to you, and you have not already done so.

Those in other vulnerable groups, such as pregnant workers and those aged 70 or over, are being consulted individually.

IF YOU, OR SOMEONE YOU HAVE BEEN IN CONTACT WITH, HAS CORONAVIRUS SYMPTOMS

It is absolutely essential that if you, or anyone you live with, develops a:

- fever, particularly a high temperature (37.8 degrees or over);
- continuous cough; or
- loss of sense of taste or smell,

you do not attend work and self-isolate in accordance with the Government guidance.

Anyone with symptoms should arrange to have a test to see if they have COVID-19.

You should also not attend work and self-isolate if the NHS “test and trace” service alerts you that you have been in contact with a person who has tested positive for Coronavirus.

In line with our Sickness Policy, you should notify the office by telephone before you are due to start work, or as soon as possible.

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TRAVEL TO AND FROM WORK

We encourage workers to minimise their use of public transport, by walking or cycling where possible. If travelling by car, you must not car-share with anyone outside your household.

Where you need to use public transport, please think about social distancing, where possible staying 2 metre from others, and avoid touching surfaces. It is also now necessary to wear a face covering when on public transport.

You should wash your hands thoroughly when you arrive at work using hand washing facilities, or the hand sanitiser you've been provided with. You should also wash your hands thoroughly when you return home from work.

WORKING SAFELY

To reduce the risk of infection spread, we have introduced the following measures:

1. Safety kit for all staff
2. Connecteam App for enhanced communication (if your smartphone is compatible)
3. Hand hygiene – paper towels, sanitiser, signage
4. Enhanced cleaning plans for customer sites
5. Social distancing guidance
6. Work-safe guidance
7. Safe use of vans
8. Reduced office occupancy

Here are further details about these measures:

1. SAFETY KIT

Your Safety kit will be issued when you return to work. It includes:

- Reusable face covering mask
- Disposable FFP2 face mask
- Eye protection glasses
- Hand sanitiser

Gloves will be issued to all sites in the usual way. When your hand sanitiser bottle needs refilling, please arrange to come to the office to fill it up. Please keep the bottle!

2. CONNECTEAM APP

The Connecteam App replaces the old rota and clocking in systems. It enables us to communicate more effectively. If you don't have a smartphone, we will continue to communicate via emails and texts.

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3. HAND HYGIENE

Regular, thorough handwashing is necessary to stop the spread of Coronavirus.

You should wash your hands with soap and water for 20 seconds. Then dry your hands with a paper towel, and dispose of the towel. See handwashing guidelines on [this NHS website link](#).

Where it is not possible to wash your hands using soap and water, you must use hand sanitiser.

It is especially important to maintain good hand hygiene during your cleaning shift and when you've completed your tasks. Always wash your hands when you get home.

At the Green Mop office, we have replaced hand towels with disposable paper towels. If you visit the office, please sanitise or wash your hands as soon as you arrive.

We must also all catch coughs and sneezes in tissues. Follow "Catch it, Bin it, Kill it" and avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available in the office. Signage in place in the office and vans to remind staff of hand hygiene.



4. ENHANCED CLEANING PLANS

Government guidance requires that all businesses enhance their cleaning regimes to include all touch points and surfaces. This means that many of our job sheets will be amended to include increased desk, surface and touch point cleaning.

If there is a known case of COVID-19 at a customer site, we will have to follow specific guidance for cleaning that site. We have the correct PPE and cleaning materials in stock ready for any occasions where there might be an outbreak.

5. SOCIAL DISTANCING

Where possible, cleaning will be scheduled outside of usual office hours when no other people are in the building. Cleaning Teams have their own tasks and can easily stay 2 metres apart.

Where customers remain in the office when cleaners work, they are informed to leave the room in which the cleaner is working.

The Store Room area of the Green Mop office has 2 metre markings on the floor to help anyone working in that area maintain the 2 metre social distance.

6. WORK SAFE GUIDANCE

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The Work Safe guidance should be followed by all Cleaning Team staff.

Before starting work	Remove jewellery Tie back hair Roll up sleeves or wear short sleeves
Preparing to work	Wash your hands for 20 seconds Put on reusable face covering mask Put on disposable gloves
Whilst working	Change gloves between tasks, disposing of used gloves Wash hands for 20 seconds between glove changes Always maintain social distancing and stay 2 metres apart
Finishing work	Wash your hands thoroughly, including your forearms up to your elbows Remove face covering mask and take it home to wash When you get home, wash your hands for 20 seconds Wash your face covering mask in soapy water

7. VAN USE

Staff who regularly use the Green Mop vans are not permitted to take any passengers as social distance cannot be maintained.

Hand sanitiser and sanitising wipes are available in each van. There are signs to remind Drivers of hand hygiene. They should use sanitiser each time they return to the van.

At the start and end of a driving shift, the Driver should use the sanitising wipes to wipe down the touch points in the van, including the steering wheel, gear stick, levers, buttons, door handles.

8. OFFICE BASED WORKING

The Office Team are able to work from home. They have work laptops and all systems are cloud based enabling the work to continue with no impact on productivity.

One of the Office Team can work in the Green Mop office. They will liaise between themselves to ensure office working time does not overlap.

MENTAL HEALTH

All of us may be worried about Coronavirus and how it could affect our lives. We may be spending more time alone or away from loved ones. This might feel difficult or stressful.

There is more information [on the Mind website on this link](#)

If any of our team need any support, they can reach out to any of the management team, or their supervisor.