

		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Volunteers to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Community association checks to ensure this is adhered to.</p>			
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		<p>Ensuring sufficient rest breaks for volunteers.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Volunteers will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>RPE</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test</p>	<p>Volunteers to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>			
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		<p>will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature or has a loss of taste in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with volunteers members during this time.</p> <p>If advised that a member of volunteers or public has developed Covid-19 and were recently on our premises (including where a member of volunteers has visited other work place premises such as domestic premises), the community association team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to volunteers who are affected by Coronavirus or has a family member affected.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>			
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<p>Any site specific issues</p>		<p>on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><u>Mental Health</u> Community association will promote mental health & wellbeing awareness to volunteers during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> <p>This could include any area where volunteers may congregate i.e. kitchen</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Practice social distancing and reduce number of volunteers to under 3 at any one time</p>			
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