

Anti Coronavirus Code

These are mandatory rules for all users of our offices as of 16/3/20

There are some explanatory parts in italics - they are not part of the rules.

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Rule 1

If the UK Government advice regarding self-isolation (see below) applies to you OR if anyone in your household or close working environment tests positive YOU MAY NOT ENTER THIS OFFICE.

Rule 2

You must hand sanitise (see below) on entering the OFFICE.

Rule 3

You must not cough or sneeze into the open air in this building. When you cough or sneeze it must be into a tissue. If you do not have a tissue then cough into the crook of your arm not your hands. You must immediately dispose of the tissue into the waste bin provided on each floor. You must then hand sanitise.

Rule 4

You must not touch your mouth, nose or eyes. If you do you must hand sanitise without touching anyone else.

Rule 5

After using the lavatory you must wash your hands using soap and water. You must dry them using a single use paper towel. You must use a paper towel to

open the lavatory doors and dispose of that towel in the waste bin in the corridor.

Rule 6

In the kitchen: before using any crockery or cutlery in the kitchen you must wash the items in soapy water. After using them you must wash them again. Ideally use a paper towel to lift the kettle.

Rule 7

Where possible maintain a 2m distance from other people. Do not force yourself nearer them if they are retreating.

Rule 8

If you see anyone breaking these Rules then you should challenge them on the spot. If it is a breach of Rule 1 you must report the breach to management.

It will take time for people to get used to keeping their distance, not touching their faces and coughing into the right places. You will be helping them and our whole community by correcting them.

Rule 9

You must keep up-to-date with the latest UK Gov advice yourself. These rules will be kept up-to-date by us on a best efforts basis following latest UK Gov advice.

UK Gov

Stay at home if you have coronavirus symptoms

Stay at home for 7 days if you have either:

- a high temperature – you feel hot to touch on your chest or back
- a new, continuous cough – this means you've started coughing repeatedly

Do not go to a GP surgery, pharmacy or hospital.

While you are staying at home, make sure you do the following things: Stay at home!

You should remain in your home. Do not go to work, school, or public areas, and do not use public transport or taxis. You cannot go for a walk.

You will need to ask friends or relatives if you require help with buying groceries, other shopping or picking up medication. Alternatively, you can order medication by phone or online. You can also order your shopping online. Make sure you tell delivery drivers to leave items outside for collection if you order online. The delivery driver should not come into your home.

DO NOT ENTER OUR OFFICES!

Hand sanitisation

This can be done with either **antiviral hand sanitiser** or plain old **soap and water**. Soap and water is usually best and just as effective as sanitiser if you have access to a sink. The soap does not have to have any special qualities, washing up liquid is fine too. You must either use fresh paper towels or air dryers. If none available just shake them dry and be patient. Do not use a reusable towel

You can recognise antiviral hand sanitiser as it will kill 99.999% of germs - that's 3 9s **.999** Anything less or antibacterial is useless. Most antiviral sanitisers are alcohol based and have at least 60% alcohol and ideally 70-80% alcohol. The procedures for hand sanitisation are clearly posted at each sanitisation point and must be followed.



Hand-washing technique with soap and water



1
Wet hands with water



2
Apply enough soap to cover all hand surfaces



3
Rub hands palm to palm



4
Rub back of each hand with palm of other hand with fingers interlaced



5
Rub palm to palm with fingers interlaced



6
Rub with back of fingers to opposing palms with fingers interlocked



7
Rub each thumb clasped in opposite hand using a rotational movement



8
Rub tips of fingers in opposite palm in a circular motion



9
Rub each wrist with opposite hand



10
Rinse hands with water



11
Use elbow to turn off tap



12
Dry thoroughly with a single-use towel



13
Hand washing should take 15–30 seconds





Alcohol handrub hand hygiene technique – for visibly clean hands



1
Apply a small amount (about 3 ml) of the product in a cupped hand



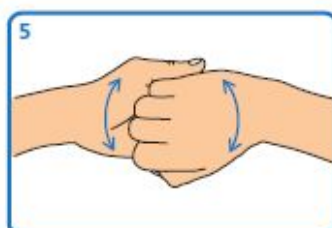
2
Rub hands together palm to palm, spreading the handrub over the hands



3
Rub back of each hand with palm of other hand with fingers interlaced



4
Rub palm to palm with fingers interlaced



5
Rub back of fingers to opposing palms with fingers interlocked



6
Rub each thumb clasped in opposite hand using a rotational movement



7
Rub tips of fingers in opposite palm in a circular motion



8
Rub each wrist with opposite hand



9
Wait until product has evaporated and hands are dry (do not use paper towels)



10
The process should take 15–30 seconds

