

## COVID 19 Guidelines – coming back to work

Whilst in the warehouse or office a mask should be worn at all times. Viamed will provide a minimum of two reusable masks each or you can provide your own but they must be of a reasonable standard. Mask provided by Viamed can be modified by you and must be maintained and washed by you. You may need to tighten the elastic to ensure a good fit. Masks should be washed daily.

Upon arrival at work please wash your hands and put on your mask. Make sure it is secure and covers your mouth and nose. Try not to re adjust the mask and if you need to, make sure to wash or sanitise your hands afterwards.

You can remove your mask outside for breaks but it must be put back before re entry to the building and you must wash or sanitise your hands before re entry.

Once inside keep 2 meters / 6 foot away from everyone else, we will be trying to mark out the floor into section and it is expected that you do not occupy a space next to someone else. Communicate with those around you, so people are aware where everyone is. Do not move around unless you need to and do not stand and talk in corridors or next to doors. No loitering next to peoples work areas. Especially by the two front doors. Staff who share a household can work together.

Any safety concerns need to be brought to my attention as soon as possible.

Anyone with symptoms should not be working. If you have allergies try to take the appropriate treatment so you are not coughing or sneezing whilst in work. Everyone needs to be aware that we all cough occasionally but if it is persistent then you must not come to work.

We reserve the right to check peoples temperature before allowing entry.

We will be reviewing working times so as few people come in to contact with each other as possible. So people are not starting and finishing at the same times. Breaks also need to be taken separate from anyone who is not a member of your household.

Subject to change in line with Government Guidelines