

Aptus Utilities Office Preparedness: Guidance and Procedure in respect of COVID-19

COVID-19 PANDEMIC

COVID-19 is a new illness that can affect your lungs and airway. It's caused by a virus called coronavirus. The World Health Organization declared the outbreak of COVID-19 a pandemic on the 11 March 2020, this means COVID-19 has spread worldwide. So far COVID-19 has spread to over 150 countries, including the UK, so it is imperative that everyone does their part in order to combat this pandemic.

SYMPTOMS

Coronavirus primarily infects the lungs. The symptoms start with a fever followed by a dry cough, which can lead to breathing problems.

The cough is described as "a new, continuous cough" and means coughing a lot more for more than an hour, or having three or more coughing episodes in 24 hours – if you normally have a cough, it may be worse than usual.

It takes 5 days, on average, to start showing symptoms, but some people will get symptoms much later than this as the incubation period lasts up to 14 days.

PREVENTION

The coronavirus is mainly spread during close contact, so to help stop the spread of infection it is mandatory that everyone follow the below simple steps when at work:

- Ensure you keep a distance of 2 metres between yourself and anybody not from your household (social distancing)
- Wash your hands with soap and water often – for at least 20 seconds
- Wash your hands as soon as you get home, after coughing or sneezing, on arrival at work and upon leaving, before and after eating and after using public transport.
- Cover your mouth and nose with a tissue or sleeve (not your hands) when you cough or sneeze.
- Avoid face-to-face and skin-to-skin contact at all time.
- Put used tissues in the bin immediately and wash your hands - do not touch your eyes, nose or mouth if your hands are not clean
- Keep a distance of 2 metres between yourself and anyone who is symptomatic (exhibiting visible signs) of Coronavirus infection.
- Try to limit your contact with people not from your household i.e. stagger break times.
- Do not come into work if you feel unwell or if someone in your household is isolating.

Should you develop symptoms of COVID-19 isolate yourself according to Government guidance and ring NHS111 – you should also advise others you have been in close contact with to do the same.

WORKING PRACTICES

Below is a list of work activities and practices that you may undertake in your role at Aptus. Each Activity/Practice has been assessed, with the current climate and Covid-19 in mind, in order to ascertain the level of risk associated with each.

Upon arrival at work

Wash your hands for 20 seconds using soap and water, or use hand sanitiser.

When leaving work

Wash your hands for 20 seconds using soap and water, or use hand sanitiser.

Seating Arrangements

Ensure you maintain social distancing measures when sat at your desk. Keep 2 metres apart e.g. Keep the desk next to you free and do not sit directly opposite another person.

Kitchen and Welfare Facilities

Maintain 2 metre distance at all times. Avoid congestion in the kitchen and maintain distance until social distancing can be maintained whilst you use the facility. Do not share cutlery – where possible bring in your own and keep these separate. Wash your hands before and after using the facility. Wash your hands before and after making food or drinks. Ensure you wipe down kitchen worktops after preparing food and drinks. Ensure you wash used cutlery thoroughly using the washing up liquid provided. Ensure 2 metres distance is maintained when utilising the seating area provided.

Please note: Do not make food or drinks for others, only make refreshments for yourself.

Restroom Facilities

Ensure congestion in restrooms is kept to a minimum – if possible only 2 people to enter the restroom at any one time. Wash your hands using soap and water for 20 seconds after using restroom facilities. When washing your hands ensure 2 metres distance is maintained by keeping the sink next to you free when washing hands. Wait in turn to use hand drying facilities maintaining distance until the hand dryer/towel dispenser is free.

Special note on men's urinals: Ensure the urinal/s adjacent to you is/are free at all times when using this facility, if this is not possible please maintain distance until congestion has cleared and you are able to use this facility.

Meeting Room Facilities

Organiser of meeting to wipe down surfaces before and after use. Adhere to social distancing and keep 2 metres apart.

Desks and Spare Desks

Ensure 2m distance is maintained. Do not sit directly opposite another person. Spare desks to be wiped down before and after use with wipes provided at desk stations.

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Break times

Do not lunch together and stagger break times within teams to limit congestion in the kitchen area. Do not travel anywhere in the same vehicle as someone else (not in your household) on break times i.e. Tesco.

When accessing food vans that frequent Aptus maintain social distancing and queue keeping two metres distance between you and the person in front.

Smoking and Vaping Area

Maintain 2 metres distance at all times when using the smoking and vaping area. Stagger smoke/vaping breaks within teams to limit congestion.

If you have any queries in respect of the above please contact your supervisor.