

## **COVID-19 GUIDELINES ON INFECTION PREVENTION AND CONTROL (IPC) – RISK ASSESSMENT**

# CIRRO LITE (EUROPE) LTD – GUIDELINES ON INFECTION PREVENTION AND CONTROL (IPC)

The objective of this document is to provide guidance on Infection Prevention and Control in the context of COVID-19 to prevent the virus from entering the facility, spreading within and outside into the community. We are monitoring the situation closely and will periodically update company guidance based on current recommendations from Public Health England and the World Health Organisation.

This document is intended to identify best business practice for dealing with the risk associated to COVID-19. It does not supersede any Government guidelines or advice. All other health & safety regulations and safety standards and protocols still apply. Due to the nature of the pandemic, its spread and global migration patterns, the control measures are there to protect are infinite and should be treated as such. This guidance is in place to protect employees, contractors within CIRRO LITE their families, clients using equipment and in turn members of the public and an exponential number of possibilities after this.

## **COVID-19 GUIDELINES ON INFECTION PREVENTION AND CONTROL (IPC) – RISK ASSESSMENT**

### **KEY RECOMMENDATIONS**

#### **TRAVEL TO/FROM PLACE OF WORK**

- All employees, when possible, should travel by private transport. Alternative means of transport, such as cycling and walking, to be encouraged. Public transport should be avoided, if possible. If it is unavoidable, social distancing and hygiene measures should always apply. Ensure that proper hand washing / hand sanitising measures are followed before entering the building. The company will endeavour to allow for flexibility to travel during non-peak hours to avoid crowded environments.

#### **HEALTH AND WELL-BEING**

- All staff and visitors will be required to complete a health questionnaire before entering the building. (See 'Health Declarations' below)
- Any employee showing symptoms should stay home. The current company sick pay policy is in place and must be adhered to. Symptoms of COVID- 19 are described as a high temperature and a new, continuous cough, loss of taste and/or smell. A normal temperature is defined as (below 37.8 ° Celsius/ 100.04° Fahrenheit).

#### **HEALTH DECLARATIONS**

- A written declaration will be obtained from all employees before returning to work or accessing the facility stating the following:
  - That they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous seven (7) days.
  - That they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms with the previous 14 days.
  - That they are not 'shielding' (as described by the NHS) or have any underlying health conditions which might make them vulnerable to coronavirus.
  - That they will declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus.
- Anyone developing symptoms while at work will be sent home immediately.
- Upon returning to the facility, a new health questionnaire and health declaration will be completed.

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### **KEY RECOMMENDATIONS**

#### **DISTANCING**

- All employees must follow current social distancing guidelines set out by the government.
- All employees must remain within their dedicated department and should avoid unnecessary movement around the facility (building to building or department to department).
- Workflow to be arranged in such a way as to minimise any cross-department contact.
- Communal work areas (kitchen, reception etc.) should only be used for basic needs and socialising should be avoided.
- Limit restroom use to one person at a time.
- For all employees that can work from home, should continue to do so. Video conferencing technology should be the favoured tool in communication.

#### **HYGIENE / PPE**

- Hand sanitiser, gloves and masks are always to be made available.
- Masks to be worn at all times where social distancing is not possible.
- Masks deteriorate over a relatively short time and therefore need to be renewed regularly and disposed of properly in the clinical waste bins provided by the company.
- After removing any PPE, the wearer must wash their hands thoroughly with hand soap or sanitiser.
- All employees should always practice good hygiene practices based on current government guidelines.
- Hand washing facilities should be provided wherever possible with soap and paper hand towels. Where hand washing facilities are not immediately available, sanitising gel dispensers will be provided by the business.

#### **CLEANING**

- Communal areas to be regularly cleaned and disinfected by a dedicated cleaning team.
- Care, consideration and suitable time to be taken to ensure that any equipment used has been properly disinfected prior to use.
- Disinfection stations set up around the workspace so that hand sanitiser, cleaning spray, wipes and paper hand towels are available and within easy reach.
- Shared workstations should be cleaned and disinfected between users.

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### **KEY RECOMMENDATIONS**

#### **VENTILATION**

- Ventilation of spaces should be considered for each department. All areas should be kept well ventilated and as far as possible the length of time spent in any workspace should be limited and employees should take regular breaks for fresh air. Special considerations need to be taken for departments that do not have windows that can be opened.
- Desk fan use at any time is **strictly prohibited**.

#### **INFORMATION SHARING - EMPLOYEE**

- Distribution of this risk assessment to each employee is required. Acknowledgment that it is read and understood is required and to be provided to John Coppen or Lisa Akins
- Daily reviews are to take place. Stock of PPE (gloves, masks, hand sanitiser) should be taken daily. Needs to be communicated to management to fulfil requirements.
- Encourage employees to stop, think, act and go slower than normal to ensure the right outcome is safely reached.

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### **KEY RECOMMENDATIONS**

#### **PROMPT IDENTIFICATION AND ISOLATION**

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, customers and visitors in the workplace.
- If leaving the premises immediately is not possible for any reason, move the potentially infectious person to a location away from employees, customers and other visitors. Designated quarantine areas will be communicated.
- Take steps to limit spread of the respiratory secretions of a person. Provide a face mask and ask the person to wear it.
- Restrict the number of personnel entering isolation areas.
- Designated quarantined areas and employee workspace should be disinfected once the area is clear.
- All the above will apply to spouse or partners related to potentially infectious individual regardless of symptoms.
- The company must confirm the Health Declaration and eligibility of the employees before returning to work.

## **COVID-19 GUIDELINES ON INFECTION PREVENTION AND CONTROL (IPC) – RISK ASSESSMENT**

### **TRANSMISSION RISK – LIKELIHOOD AND SEVERITY**

- People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which is spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. (WHO-09/03/2020)
- The likelihood of catching COVID-19, where no control measures are in place, is high.
- The severity of catching COVID-19 varies from person-to-person but, at worst, can cause death. Severity must therefore be considered very high.
- This document deals with measures to reduce transmission with the goal of the residual risk after measures are in place to be identified as low. It does not consider the potential impact on the individual employee should they contract an infection.
- Hazard is defined as something that has the potential to cause harm.
- Initial risk is defined as the likelihood that a hazard will cause harm to what severity. Low, Medium or High.
- Residual risk is defined based on the control measures that are in place to reduce the severity of the initial risk.

# **GENERAL MEASURES**

## COVID-19 GUIDELINES ON INFECTION PREVENTION AND CONTROL (IPC) – RISK ASSESSMENT

<b>GENERAL MEASURES</b>	<b>Control Measures for spread of COVID-19</b>
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<b>Hazard Means of Transmission</b>	<b>Initial Risk</b>	<b>Control Measure</b>	<b>Supervised by</b>	<b>Residual Risk</b>
Person to Person Transmission  <b>Entry of Virus into building</b>	High	Entrance Management  1. A single point of entry (reception) into the building will be determined. A Medic/ Healthcare monitor will be based at this entry point. 2. Hand sanitiser will be placed outside entrance. All employees and visitors are required to use before entry. 3. The use of loading bay, or door entrance will not be available to any person except couriers and delivery professionals who will not be allowed access to the building. 4. Gloves and masks will be available for any person who requests them and for use of specific tasks. 5. This common area (reception and Medic/ Healthcare monitor station) should be disinfected every day. This should include, but is not limited to door handles, door entry buttons, bannisters, reception work surface etc. 6. Entrance door will be kept open and monitored by on-site Medic. If closed, the individual will remain at Healthcare monitor station until the wellness check can be completed.	Director of Operations  Reception	Low



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<b>Hazard Means of Transmission</b>	<b>Initial Risk</b>	<b>Control Measure</b>	<b>Supervised by</b>	<b>Residual Risk</b>
Person to Person Transmission  <b>Health Declarations</b>	High	A written declaration will be obtained from all employees and visitors stating: <ol style="list-style-type: none"> <li>1. That they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days.</li> <li>2. That they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days.</li> <li>3. That they have not tested positive for COVID-19 in the previous 14 days.</li> <li>4. That they are not ‘shielded’ or have any underlying health condition which might makethem particularly vulnerable to coronavirus.</li> <li>5. That they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus.</li> <li>6. Anyone developing symptoms while at work should be sent home and told to seek advice from the NHS, with return to work support offered by the Human Resources Department.</li> </ol> <p><b>This information has been taken from UK govt guidance on the .gov website and will be regularly checked.</b></p>	Director of Operations  Reception	Low

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<b>Hazard Means of Transmission</b>	<b>Initial Risk</b>	<b>Control Measure</b>	<b>Supervised by</b>	<b>Residual Risk</b>
Person to Person Transmission  <b>Physical Separation</b>	High	Wherever possible physical separation of at least 2m should be maintained. Work should be planned to maintain this distance as the norm. If necessary, the hierarchy of control should be followed: <ol style="list-style-type: none"> <li>1. <b>Eliminate</b> – Does the activity really need to be done? Can the activity be revised or adjusted to reach the same result?</li> <li>2. <b>Reduce</b> – Minimise the number of people involved for the shortest period of time.</li> <li>3. <b>Isolate</b> – Keep groups of people who must work within 2m together as teams and separate others if possible.</li> <li>4. <b>Control</b> – Consider and enhance authorisation process for these activities and provide additional supervision.</li> <li>5. <b>PPE</b> – Use PPE (masks and gloves) and properly dispose of the used equipment and then immediately wash hands if in confined areas where separation cannot be maintained.</li> </ol>	Department HOD  Director of Operations	Low
Person to Person Transmission  <b>Hygiene</b>	High	<ol style="list-style-type: none"> <li>1. Hand washing facilities should be provided wherever possible with soap and paper hand towels.</li> <li>2. Where hand washing facilities are not immediately available sanitising gel dispensers should be provided.</li> <li>3. Employees should wash or sanitise their hands regularly and immediately after using kitchen or toilet facilities or after handling equipment or objects that may carry the virus.</li> <li>4. Employees should wash or sanitise their hands after the removal and disposal of any PPE.</li> <li>5. Signs displaying proper hand washing techniques will be in place at all hand washing facilities and hand sanitizing stations.</li> </ol>	Department HOD	Low

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<b>Hazard Means of Transmission</b>	<b>Initial Risk</b>	<b>Control Measure</b>	<b>Supervised by</b>	<b>Residual Risk</b>
Person showing Symptoms of Covid-19 in the workplace spreading the virus.	High	<ol style="list-style-type: none"> <li>1. All employees and visitors must complete a Health Declaration prior to entering the building declaring that they are free from symptoms, that they have not knowingly come into contact with anyone showing symptoms of COVID-19 in the previous 14 days, and that they should not be self- isolating for any other reason laid out in government guidelines.</li> <li>2. Prompt identification and isolation of potentially infectious individual to happen immediately.</li> <li>3. To limit the spread, the employee or visitor should be provided with a mask to put on immediately.</li> <li>4. If the employee or visitor cannot leave the building immediately, they should be moved to a designated quarantine area.</li> <li>5. Restrict the number of individuals entering the designated quarantine area. The quarantine area, staff workspace or area used by visitor should be cleaned and disinfected once the area is clear.</li> <li>6 The quarantine area, staff workspace or area used by visitor should be cleaned and disinfected once the area is clear.</li> </ol>	Director of Operations	Low

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Suspected transmission from symptomatic person to other members of staff	High	<ol style="list-style-type: none"> <li>1. In the case that a single department member develops symptoms, the department should be isolated from other departments. Further evaluation should be made as to whether any other employee should be sent home. Consideration must be given to safe working practices and measures which the department has applied before a decision is reached.</li> <li>2. The member of staff should be asked what areas they have worked in that day, and if they have had close contact with any other employee or visitor in the building.</li> <li>3. Before resuming any activity, the department equipment, workstations etc. should be disinfected so as not to expose any individual to an elevated risk.</li> <li>4. All waste including masks, gloves, aprons, disposable hand drying towels will be disposed of by double bagging all waste bags and disposing of by the cleaner following a 72-hour period as per guidance on the .gov website dated 17<sup>th</sup> April 2020. Dedicated areas will be set aside for this waste disposal.</li> <li>5. All waste from medical procedures or from anyone symptomatic will be disposed of as clinical waste overseen by the Medic as per guidance on the .gov website dated 17<sup>th</sup> April 2020.</li> </ol> <p>In instances where members of staff or visitors witness non-compliance and examples of poor infection control standards they will be encouraged to feedback to their Head of Department or confidentially to the Director of Operations or the Human Resources Department.</p>	Department HOD	Low

Note: Any employee showing symptoms, or having been asked to leave the business, should be required to go home without prejudice and treated with kindness by the business. He/ She shall be allowed to return to the work immediately following any isolation period and all Company Sick Pay Guidelines will be followed. \*\*Steps above will apply to partner or spouse of same household of potentially infected person\*\*

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Person-to-person transmission from a- symptomatic carrier	High	<ol style="list-style-type: none"> <li>1. Limit general interactions between departments.</li> <li>2. Any essential interaction between people should follow safe distancing guidelines as set out by the government.</li> <li>3. Non-essential interactions should not take place at any time and is prohibited.</li> <li>4. Access routes within the building will be kept clear</li> <li>5. Frequently wash hands carefully after the use of kitchen, toilet or when coming back into the building.</li> <li>6. Use disinfecting wipes for individual staff areas. Computer keyboard, mouse, telephone, chair etc.</li> <li>7. Personal tableware is recommended. Please place all used utensils in the sink after use.</li> <li>8. Hand sanitiser available to each department and receptacles will be placed on the walls around the building and in each department.</li> <li>9. Hand washing facilities will always be available.</li> <li>10. The use of desk fans at any time is <u>strictly prohibited</u>.</li> <li>11. Windows and doors should remain open wherever possible.</li> <li>12. If windows are not accessible, separate ventilation should be considered and provided.</li> <li>13. Remote working, virtual meetings and staggered shifts should always be considered to keep the number of people in the building at a minimum as well as having desks between technicians not used.</li> </ol>	Department HOD	Low

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Transmission from contact with general surfaces	High	<ol style="list-style-type: none"> <li>1. Stair and door handles, door release buttons, chairs, sinks, toilets and other public surface should be wiped and disinfected daily.</li> <li>2. All equipment such as photocopy machines, keyboards, mouse, phones etc. should be wiped and disinfected with anti-bacterial wipes or other cleaning methods multiple times throughout the daily.</li> <li>3. Sinks, hand soap and hand sanitisers must always be sufficiently equipped and accessible for all employees.</li> <li>4. Manufacturer instruction for use of all cleaning and disinfection products should be followed (e.g., concentration, application method and contact time, PPE).</li> <li>5. Public spaces such as corridors, meeting rooms, kitchen areas and restrooms should be wiped down and mopped daily.</li> <li>6. Toilet cubicles will have sanitising facilities available and are encouraged to be utilised.</li> <li>7. Equipment is only to be handled by designated department employees responsible for that equipment to avoid any potential cross-contamination. Other department employees, unless authorised and supervised by Department HOD should avoid touching the equipment. If unavoidable, HODs will provide gloves, disinfectants to any temporary help for the department.</li> <li>8. Employees should not touch, move, lean against, pick up or otherwise disturb any piece of equipment which is not directly under their responsibility or enter a yellow/black area without wearing PPE and assessing risks of others close by.</li> </ol>	Director of Operations	Low

**EQUIPMENT HANDLING**  
**SPECIAL EFFECTS**

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<b>Hazard Means of Transmission</b>	<b>Initial Risk</b>	<b>Control Measure</b>	<b>Supervised by</b>	<b>Residual Risk</b>
Transmission from contact with equipment  <b>From other Hire Companies or Productions upon arrival, where all equipment will be classed as ‘dirty’ and in yellow/black areas until decontamination when it is then ‘clean’ and held</b>	High	<ol style="list-style-type: none"> <li>1. On arrival, all equipment should be unloaded into the designated department yellow/black area.</li> <li>2. All employees should wear gloves and masks when handling incoming equipment, specifically those who handle hard surfaces (equipment cases etc.) and it is a requirement that all equipment, <u>where possible</u>, is to be held in a 72-hour quarantine before it is handled enabling the virus risk to be minimised. This time window is taken from the WHO Q&amp;A guidance dated 17<sup>th</sup> April 2020.</li> <li>3. Equipment that is required for a fast turnaround may be decontaminated in a shorter timescale when the PPE and yellow/black area safe systems of work will be adopted as the control measure.</li> <li>4. Regardless of quarantine time allowed, disinfecting of all equipment cases must be completed first. This includes all handles and latches. Gloves must always be worn.</li> <li>5. Already existing shipping, receiving and test best business practices should always be completed with gloves on.</li> </ol>	Department HOD  All employees  Hire Companies	Low



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<b>Hazard Means of Transmission</b>	<b>Initial Risk</b>	<b>Control Measure</b>	<b>Supervised by</b>	<b>Residual Risk</b>
Transmission from contact with equipment (continued)  <b>Off the shelf (in-house)</b>	High	<ol style="list-style-type: none"> <li>1. A quarantine of ‘off the shelf’ is not required as the assumption is that this has already taken place. The process of disinfecting the equipment <u>does not change and will take place before equipment leaves the building.</u></li> <li>2. All employees should wear gloves when handling equipment, specifically those who handle hard surfaces (equipment cases etc.).</li> <li>3. Disinfecting of all equipment cases must be completed first. This includes all handles and latches wearing full PPE as per yellow/black area requirements.</li> <li>4. Already existing shipping, receiving and test best business practices should always be completed with gloves on, wherever possible.</li> </ol>	Department HOD  All employees	Low
Transmission from contact with equipment  <b>Cross Contamination</b>		<ol style="list-style-type: none"> <li>1. Equipment is only to be handled by designated department employees responsible for that equipment to avoid any potential cross-contamination. Other department employees, unless authorised and supervised by Department HOD should avoid touching the equipment. If unavoidable, HODs will provide gloves, disinfectants to any temporary help for the department.</li> <li>2. Any equipment storage boxes with #CIRROsafe seal intact will be classed as clean and stored away with just an exterior clean carried out on outside of box.</li> </ol>	Department HOD  All employees	Low

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<b>Hazard Means of Transmission</b>	<b>Initial Risk</b>	<b>Control Measure</b>	<b>Supervised by</b>	<b>Residual Risk</b>
Transmission from contact with equipment (cont.)  <b>Unnecessary contact with equipment</b>	High	<ol style="list-style-type: none"> <li>1. Employees should not touch, move, lean against, pick up or otherwise disturb any piece of equipment which is not directly under their responsibility or enter a yellow/black dirty area without wearing PPE and assessing risks of others close by.</li> <li>2. All crew will be responsible for loading their designated equipment into the mode of transportation with no support from employees.</li> </ol>	All employees	Low
Transmission from contact with equipment  <b>Contaminated water entering water course</b>	High	<ol style="list-style-type: none"> <li>1. Larger soiled equipment will be cleaned outside over drainage channel where water may enter the water course safely.</li> <li>2. Bio-guard cleaning solution will be used in a high risk mix 1:15 ratio. Bio-guard is environmentally friendly, biodegradable, nontoxic and non-accumulative in the ecosystem ensuring any water possibly leaving the cleaning areas won't create an environmental hazard.</li> </ol>	All employees	Low

## **VISITORS & CREW**

### **CIRRO Rental - COVID-19 Golden Rules**

#### **#CIRROsafe**

1. On arrival, our on-site Medic will take your temperature and then you are required to complete and sign a Health Declaration provided by CIRRO LITE before entering the facility. The thermometers are regularly calibrated and if your temperature is over 37.8° Celsius/ 100.04 ° Fahrenheit then you will not be allowed access to our buildings. Please note your temperature will be taken twice a day.
2. You are required to provide your own PPE protection whilst in the building, which will need to be reviewed by the on-site Medic on arrival.
3. Please use the hand washing facilities and sanitising gel dispensers available throughout the building.
4. During these unprecedented times, movement between departments will be restricted. Staff will be in place to support you during your testing process.
5. We have shared and communicated our risk assessment with the intention of creating a safe place for everyone. However, if you have concerns about an CIRRO Rental Employee or any visitor not adhering to these important procedures, you must contact reception on 0208 955 6700.

**#CIRROsafe will work if we all work at being safe**

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### **Useful Links**

#### ***Well-being:***

<https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/>

<https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/>

#### ***Information for the public / Government detail***

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

#### ***Information for the public / NHS detail***

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

#### ***On-site Medical Support (UK) – MSS Safety Solutions Ltd***

<http://www.stuntsafety.tv/Home>

#### ***World Health Organisation***

<https://www.who.int>

## **COVID-19 GUIDELINES ON INFECTION PREVENTION AND CONTROL (IPC) – RISK ASSESSMENT**

### **CIRRO LITE (EUROPE) UK – COVID -19 VISITORS HEALTH DECLARATION**

The safety of our employees, suppliers' partners, customers, families and visitors remain CIRRO LITE (EUROPE) UK overriding priority. As the Coronavirus (COVID-19) outbreak continues to evolve and spreads globally CIRRO LITE (EUROPE) UK are monitoring the situation closely and will periodically update company guidance based on current recommendations from Public Health England and the World Health Organisation. **Only business critical visitors are permitted to our site facility at this time.**

To prevent the spread of Covid-19 and reduce the potential risk of exposure to our workers and visitors, we are conducting a simple screen questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in our building. Thank you for your cooperation.

We would like to seek your consent to provide temperature checks on site before access to the building is provided. The data will only be gathered for the purpose of deciding if an individual should be on site and in our buildings.

<b>Visitor Name:</b>	<b>Contact Details:</b>
<b>Company:</b>	

<b>Visitor Self Declaration</b>	
1	Have you experienced any cold/flu-like symptoms in the last 7 days (fever, cough, sore throat, respiratory illness, difficulty breathing, loss of taste/smell)? Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Have you had close contact with (as far as you are aware) with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Do you fall under the government definition of 'shielded' or have any underlying health conditions which might make you particularly vulnerable to Coronavirus? Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Do you agree to declare immediately any onset of symptoms or contact with anyone who has symptoms of Coronavirus? Yes <input type="checkbox"/> No <input type="checkbox"/>

If the answer is yes to questions 1 & 2, you will unfortunately not be able to enter the Cirro building and should self-isolate according to the Government guidance

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### **CIRRO LITE (EUROPE) UK – COVID -19 EMPLOYEE HEALTH DECLARATION**

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<b>Company:</b>	

<b>Visitor Self Declaration</b>	
1	Have you experienced any cold/flu-like symptoms in the last 7 days (fever, cough, sore throat, respiratory illness, difficulty breathing, loss of taste/smell)? Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Have you had close contact with (as far as you are aware) with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Do you fall under the government definition of 'shielded' or have any underlying health conditions which might make you particularly vulnerable to Coronavirus? Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Do you agree to declare immediately any onset of symptoms or contact with anyone who has symptoms of Coronavirus? Yes <input type="checkbox"/> No <input type="checkbox"/>

If the answer is yes to questions 1 & 2, you will unfortunately not be able to enter the building and should self-isolate according to the Government guidance

**COVID-19 GUIDELINES ON INFECTION PREVENTION AND CONTROL (IPC) – RISK ASSESSMENT**

**CIRRO Rental UK material list and examples**

**Disposable 3-Ply Surgical Face Masks**



**Disposable Surgical Gloves**



**COVID-19 GUIDELINES ON INFECTION PREVENTION AND CONTROL (IPC) – RISK ASSESSMENT**

# How to Wash Your Hands

## The Importance of Hygiene

In certain types of business, hygiene is a legal requirement, such as where food is handled. In other workplaces it is still essential.

### Essential reasons:

- Washing hands prevents the spread of germs which lead to diseases such as flu, stomach bugs and even potentially fatal diseases such as MRSA.
- Contamination on the hands can get onto food, cigarettes etc.
- Contamination can also be passed onto others such as children.

**Employers must provide hand-washing facilities that are well stocked and suitably sited.**

Hand washing facilities must be provided in toilet areas and close to food preparation areas. The facilities must include a basin with hot and cold water, liquid soap and paper towels with a waste bin.



## Do's and Don'ts

### Do:

- ✓ Use a hand cream or lotion, especially if you have to wash your hands regularly.
- ✓ Let your hands dry before putting on gloves.

### Wash hands before:

- ✓ Treating cuts
- ✓ Handling food
- ✓ Visiting places with sick people or small children.

### Wash your hands after:

- ✓ Using the toilet.
- ✓ You have touched a contaminant e.g. rubbish.
- ✓ You blow your nose or sneeze, even if you use a tissue.

### Don't:

- ✗ Turn the tap off with clean hands.
- ✗ Use excessively hot water to rinse your hands.

## Hand Wash Procedure

<p><b>1</b> Wet your hands with water.</p>	<p><b>2</b> Apply enough handwash/soap to cover your hands.</p>	<p><b>3</b> Rub hands palm to palm.</p>	<p><b>4</b> Rub right palm over the back of your left hand and vice versa.</p>
<p><b>5</b> Palm to palm with fingers interlaced.</p>	<p><b>6</b> Backs of fingers to opposing palms with fingers interlocked.</p>	<p><b>7</b> Rotational rubbing of left thumb clasped in right palm and vice versa.</p>	<p><b>8</b> Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.</p>
<p><b>9</b> Rinse your hands with water.</p>	<p><b>10</b> Dry your hands thoroughly with a single use towel.</p>	<p><b>11</b> Use the towel to turn off the tap.</p>	<p><b>12</b> Your hands are now safe!</p>



# 7 Steps of Handwashing with Hand Sanitizer

## Step 1

Squeeze a small amount of sanitiser gel/soap over left palm and dip all fingers of right hand into left palm, and vice versa



## Step 2

Palm to palm



## Step 3

Right palm over left dorsum and left palm over right dorsum



## Step 4

Palm to palm, fingers interlaced



## Step 5

Backs of fingers to opposing palms with fingers interlocked



## Step 6

Rotational rubbing of right thumb clasped in left palm and vice versa



## Step 7

Rotational rubbing of right wrist and vice versa. Rinse and dry thoroughly.





# HOW TO WEAR A MASK

**1**



Wear it with the **coloured side facing out**/white side facing in

**2**



Ensure it covers the nose & mouth **fully**

**3**



Tie/loop the straps around your head or over the ear

**4**



Use two fingers to **press the concealed metal wire down** to fit the shape of the nose