

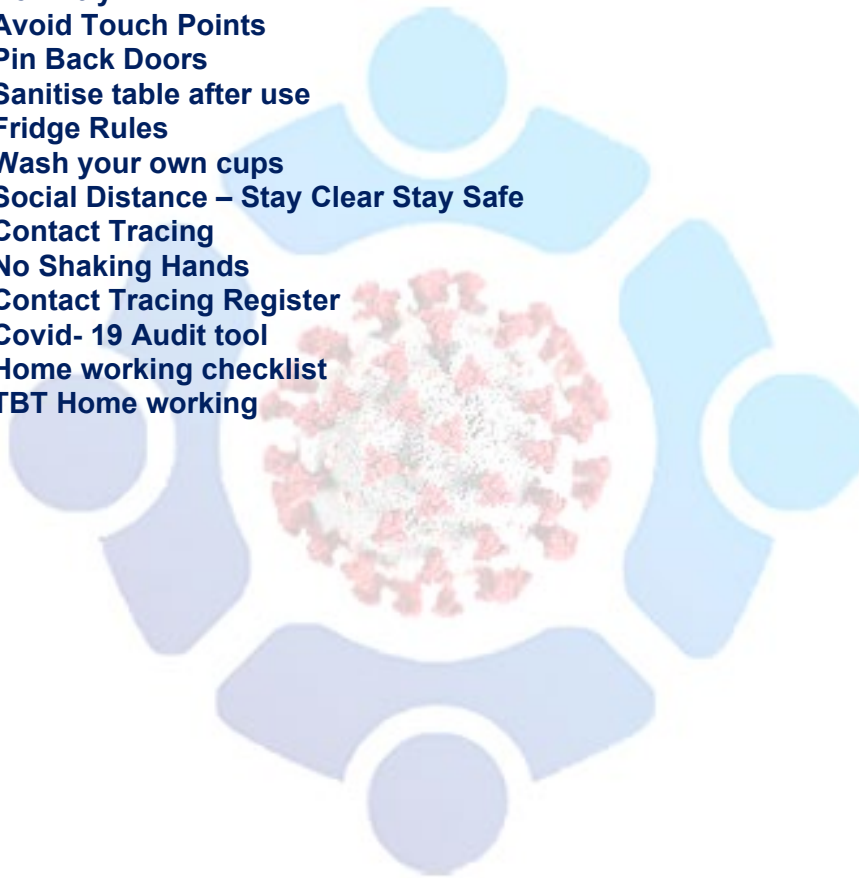
# **Covid-19**

**A policy and protocol document for  
the safety**

**of our employees, clients and third  
parties**

# Appendix

- 1 Stop sign
- 2 Do not use sign
- 3 Please use hand sanitiser- single
- 4 Please use hand sanitiser -x 4 sign
- 5 Wash your hands -20 seconds
- 6 Wash your hands – 20 seconds x 4
- 7 No Entry
- 8 No Entry x 4
- 9 Avoid Touch Points
- 10 Pin Back Doors
- 11 Sanitise table after use
- 12 Fridge Rules
- 13 Wash your own cups
- 14 Social Distance – Stay Clear Stay Safe
- 15 Contact Tracing
- 16 No Shaking Hands
- 17 Contact Tracing Register
- 18 Covid- 19 Audit tool
- 19 Home working checklist
- 20 TBT Home working



Sign A - Laminate – A-fix with blue tac



*Sign B - For use on desks and equipment - LAMINATE*



**Do  
not  
use**

Sign C - For use at all Sanitising Stations - Laminate



Please use  
hand sanitiser

*Sign C2 – Sor Use at Sanitising Stations - Laminate*



Please use  
hand sanitiser



Please use  
hand sanitiser



Please use  
hand sanitiser



Please use  
hand sanitiser

*Sign D – Sor Use at sinks / bathrooms - Laminate*



Wash your hands  
for a minimum of  
20 seconds

*Sign D2 – Sor Use at sinks / bathrooms – Laminate*



Wash your hands  
for a minimum of  
20 seconds



Wash your hands  
for a minimum of  
20 seconds



Wash your hands  
for a minimum of  
20 seconds



Wash your hands  
for a minimum of  
20 seconds



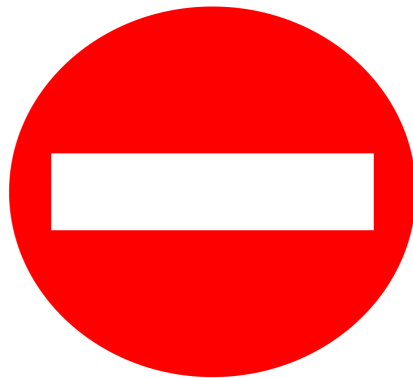
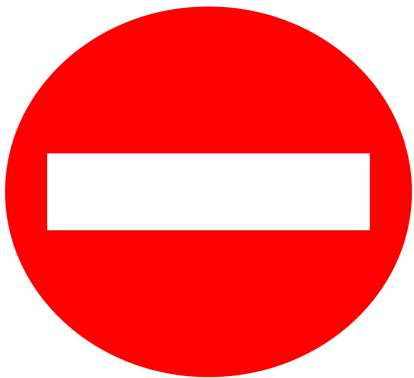
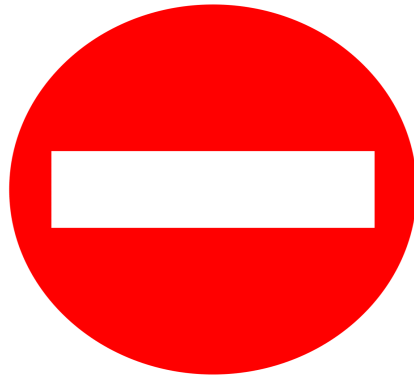
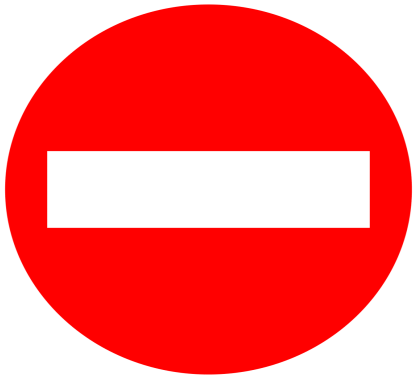
Sign E – Sor Use at Stairways / Doors and Offices



**NO ENTRY**

Download Free Printable Safety signs at  
[www.signtrade.co.za](http://www.signtrade.co.za)

Sign E2 – Sor Use at Stairways / Doors and Offices





To avoid touch  
points, please use  
your shoulder or  
elbow to open this  
door if safe to do  
so

Sign G - PIN BACK DOOR or this should always be pinned back.

**PLEASE ENSURE THIS DOOR IS KEPT OPEN  
DURING OFFICE HOURS**



Sign H - Table signs sanitise after use.

Please Ensure You Sanitise This Table After Use



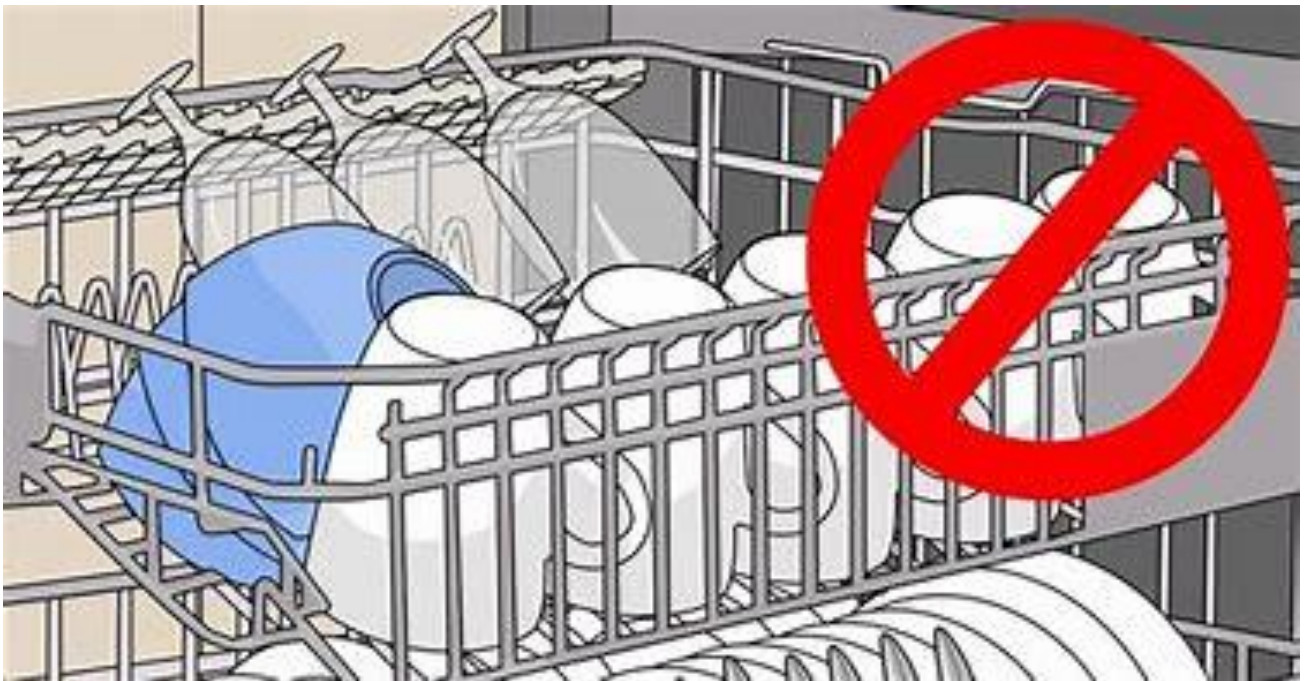
## **FRIDGE RULES**

**PLEASE SANITISE THE DOOR HANDLE AFTER USE  
ONLY STORE FOOD THAT IS IN A SEALED CONTAINER**



Sign J - Wash your plates etc.

**Please wash your own Cups, Crockery & Cutlery  
No Items to be left in Dishwasher on or worktop**



Sign K – Social Distance





Sign K – Contact tracing. To be at all entrances with register







**COVID 19 Audit Tool**
**Site Name:** \_\_\_\_\_ **Audit Date:** \_\_\_\_\_

**Audited By:** \_\_\_\_\_ **Auditee:** \_\_\_\_\_

		Y/N or N/A	Details
	<b>Employees</b>		
1.	Is there a log to facilitate contact tracing? inc. clock in, sign in	y	
2.	Have Employees completed an Induction Training course containing information regarding COVID-19?	y	
3.	Have Employees completed a Medical questionnaire regarding COVID-19 before commencing / returning to work?	y	
4.	Are employees aware of what to do if they develop COVID 19 symptoms?	y	
5.	Have Employees being trained in the correct use of PPE where necessary?	n/a	
6.	Are Employees aware of the Employee Assistance Programme?	y	
7.	Has additional PPE being provided for First Aiders as required?	n	
	<b>Hygiene</b>		
8.	Are there posters displayed on how to wash hands correctly?	y	
9.	Are there enough hand washing and hand sanitising stations in place to accommodate workers and visitors?	y	
10	Are there arrangements to ensure hand hygiene facilities are regularly checked and well-stocked e.g. hot running water, soap dispensers, paper towels, touch-free bins and hand-sanitiser?	y	
11	Are there stations at entry / exit points to the workplace?	y	
12	Are there stations in areas that have high touchpoints or high footfall?	y	
13	Are workers informed of good respiratory measures to limit the spread of the virus: <ul style="list-style-type: none"> <li>• avoid touching the face, eyes, nose and mouth</li> <li>• cover coughs and sneezes with an elbow or a tissue</li> <li>• dispose of tissues in a covered bin?</li> </ul>	Y	
14	Are tissues available to workers and covered bins or bin bags for their safe disposal?	y	
15	Are workers and others informed when they need to wash their hands? For example: <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> </ul>	Y	

**COVID 19 Audit Tool**
**Site Name:** \_\_\_\_\_ **Audit Date:** \_\_\_\_\_

**Audited By:** \_\_\_\_\_ **Auditee:** \_\_\_\_\_

	<ul style="list-style-type: none"> <li>• after coughing or sneezing</li> <li>• before smoking or vaping</li> <li>• before and after wearing gloves</li> <li>• when arriving / leaving the workplace / other sites</li> <li>• after touching potentially contaminated surfaces</li> <li>• in contact with someone displaying any COVID-19 symptoms</li> </ul>		
16	Are workers provided with hand sanitiser for use in work vehicles?		
	<b>Cleaning</b>		
17	Are there cleaning supplies available for each employee to clean down their workstation?	N	To be positioned
18	Does organised cleaning take place at regular intervals throughout the day?	Y	Self cleaning of work areas and sanitisation of multi use equipment. Photocopier etc
19	Are bins regularly emptied?		
20	Are additional supplies of tissues, sanitisers available for employees?	Y	
	<b>Physical Distancing</b>		
21	Is there a system to regularly remind workers to stay apart?	Y	When trained responsibility lies with the
22	For activities that involve interacting with visitors are there measures to help prevent contact and ensure physical distancing, as far as possible?		
23	Can working times and shifts be rearranged to minimise the number of people at work together?		
24	Can break areas and times be rearranged to comply with physical distancing? (e.g. placing tables and chairs further apart, staggering breaks)		
25	Can workers be organised into teams who consistently work and take breaks together?		
	<b>PPE</b>		
26	Has the correct PPE been identified based on the hazard and worker work activity?	Y	Nor required
27	Is there a sufficient supply of relevant PPE required to allow a safe return to work?	N/A	

**COVID 19 Audit Tool**
**Site Name:** \_\_\_\_\_ **Audit Date:** \_\_\_\_\_

**Audited By:** \_\_\_\_\_ **Auditee:** \_\_\_\_\_

28	Are workers trained in the correct fitting, use, removal, cleaning, storing and disposal of PPE?	N/A	
29	Are there arrangements for the cleaning, inspection, maintenance and disposal of PPE, where appropriate?	N/A	
	<b>Site</b>		
30	Is there a one-way system for entering and exiting the workplace, where practical?	N	Not practical
31	Is information posters and signage displayed on site?	Y	
32	Is there a site specific COVID 19 response plan available? (clients and Grosvenor)		
33	Has a Manager and Response Team been appointed?		
34	Are visitors restricted to certain areas of the building?	y	
35	Is spacing of workstations adequate?	y	HR desk in front L2 to be separated
36	Is spacing in canteen areas adequate?		Only one person at a time
37	Is social distancing being adhered to?	y	Signage in place
38	Are there arrangements in place to inform other workers, contractors or visitors of the workplace measures to help prevent the spread of infection?	y	Entry on same basis as employees
39	Is there a system for recording visits to the site / workplace by workers and others, as well as visits by workers to other sites? (COVID-19 Contact log)	Y	Contact log
	<b>Any other questions relevant to this site</b>		

## Home Working Self-Assessment

All employees working from home must complete and sign the following Self-Assessment Checklist in relation to home working.

<b>Equipment</b>	<b>Company Owned</b>	<b>Employee Owned</b>
Computer/Laptop		
Wireless internet access/dongle		
Printer		
Landline/Mobile phone		
<b>Training</b>	<b>Complete</b>	<b>Need Further Assistance</b>
Have you completed the TBT on home working		
<b>Workstation Environment</b>	<b>Yes</b>	<b>Needs Improvement</b>
Do you have a suitable space to work at home		
Can you access the space easily and safely		
Is the workspace free of trip hazards (cables etc)		
Is the lighting adequate for the tasks being performed		
Are noise/disturbance levels acceptable		
Is the room temperature comfortable		
Is the chair fully adjustable		
Does the chair have a 5 star stability base		
Does the chair have adequate lumbar support		
Are there adequate power outlets in good condition to support the computer and other equipment		
Is your computer protected from power surges		
Is modem/wireless internet access available		
IT equipment, software and services requirements been confirmed with IT and can be supported		
<b>Computer ergonomic assessment</b>	<b>Yes</b>	<b>No</b>
Do you have access to suitable accessories such as laptop stands, footrests etc		
Is the computer monitor approximately 600mm from you		
Is the top edge of the computer monitor at eye level of the user		
Is the computer monitor free from glare and reflection from lights		
Can the angle or position of the monitor be easily changed		
Is the workspace set up to allow space in front of the keyboard to provide support for the wrist and arms		
Is the keyboard at a comfortable angle		
Do you take regular breaks by standing up and moving about (1-2 mins every 30 mins)		

Are you suffering any neck wrist or back discomfort		
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Any other comments	
Employee Signature	
Date of self-assessment	
Manager Signature	



## Toolbox Talk - Home Working for Employees

### **What are my responsibilities as an employee, when working from home?**

If you are an employee working from home, you have a responsibility to take reasonable care of yourself and other people who may be affected by the work you are doing.

You must:

- cooperate with your employer and follow their instructions,
- protect yourself and others from harm during your work, e.g. you must take care of any equipment provided and report defects immediately to your employer,
- report injury to your employer immediately, and
- follow procedures that have been put in place by your employer.
- Complete a DSE/home working checksheet assessment

### **How should I prepare for home working?**

If your employer has requested that you work from home, you will need to consider the following:

- agree temporary remote working arrangements with your employer, including regular communication with them
- identify with your employer the work to be done at home
- identify what equipment you need to set up a safe workspace at home and agree these items with your employer
- identify a suitable safe space within your home for home working
- agree plans and contacts to be used in the event of an emergency

### **How can I best set up my work space?**

Identify a suitable space within your home for home working.

When identifying a suitable space consider:

- suitable light, heat, and ventilation to be able to work comfortably,
- keeping the workspace tidy,
- making sure the floor is clean, dry, and free from slip, trip and fall hazards,
- suitably located power sockets to avoid trailing cables and overloading of sockets, and
- internet access.

Identify what equipment you need to work temporarily from home and agree these items with the employer. Such equipment may include:

- a headset if dealing with frequent phone calls,
- IT equipment,
- work phone, and
- adequate stationery.

For more detailed information on good positioning at your workstation use our 'Position Yourself Well' guidance.

<https://youtu.be/Af7q5j14muc>

<https://www.youtube.com/watch?v=S5XCuzw5Bg8>

It is important that a good system of communication is in place when you are working from home to ensure your safety, health and welfare is not compromised in any way. You also need regular contact for updates on work related information and feedback on the work you have completed. It will also help to prevent you feeling isolated.

Outside these pre-arranged contacts, you should also contact your employer if:

- you have an accident arising from your work activity,
- the equipment your employer has provided you with is not working properly or requires maintenance, and
- you have a specific query or concerns relating to safety, health, and welfare.