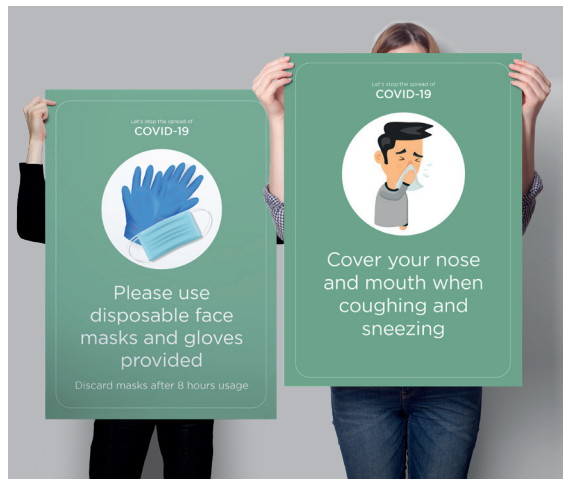


Covid-19

Steps to minimise spread of virus at the workplace

This leaflet is intended as a guide to help Deceuninck manufacturers and installers get back to work safely.

We have also developed a series of Health and Safety posters for use in your offices and factories to help your employees with simple instructions to keep them safe.



Use the link below for your **FREE** download.
Posters are A1, for other sizes please ask.
Supplied as single side print ready PDF:

shorturl.at/dmwH1



deceuninck

04/20. All information in this leaflet is correct at the time of publication. www.karmadesignuk.com

How window installers can reduce the spread of Coronavirus





Safe hygiene practices

1. Entering the building

Keep hand sanitiser in the main entrance lobby and outside all other departments separated by doors. Ask staff to disinfect their hands before proceeding any further.

2. Moving around the building

Where possible, keep all internal doors open (except fire doors), this will minimise contact with doors and handles and prevent the spread of germs.

3. Access

Consider using different entrance/exit doors for office and factory staff.

4. Reception

Where there are large reception areas, protect staff by erecting a plastic screen, or using tape, mark a line 2m away from the reception desk to encourage visitors not to approach.

5. Showroom and Reception

Limit or remove seating in public areas as this is a source of germs.

6. Hand Cleaning

Install hand cleaning stations in all departments and outside meeting rooms with a hand sanitiser pump. Encourage employees to use these regularly and display notices around the building to show where the stations are located.

7. Toilets

Supply disinfectant wipes for use on toilet seats.

8. Cleaning your area

Clean keyboards, telephones and other office equipment regularly.

9. Visitors

Only allow essential visitors in the building and limit inter-department cross overs. No shaking hands with visitors or with colleagues.

Working safely in the factory

1. Personal Protective Equipment (PPE)

Provide masks and gloves and encourage employees to wear these to protect each other. Provide information to staff on how to correctly handle and dispose of PPE.

2. Social distancing

All employees should maintain a social distance of at least 2m apart at all times.

3. Set up new Covid specific shift teams

In each team keep the same people working the same shift patterns. Employees should not swap shifts with anyone outside their team, this can prevent the spread of the virus across multiple teams, allowing you to isolate a minimum number of people should there be an outbreak.

4. Set up machine shifts

Keep the same shift team on the same machines wherever possible to lower the spread of the virus via contaminated surfaces.

5. Breaks

Limit the number of people at any one time in small spaces such as break rooms, staff rooms, kitchens and canteens. Maintain social distancing inside as well as outside in the smoking area.

6. Cloakrooms

Revise distribution of coat hooks to ensure all employee clothes are a safe distance from each other. This is essential where some employees may have travelled via public transport increasing the risk of contamination on outerwear.

7. Visitors

All visitors should sanitise their hands and wear PPE where provided before entering the factory floor.

8. Misconduct

Introduce a 'yellow card, red card' system for rule breakers. Think of creative ways to discipline them.

Working safely with homeowners

1. Social distancing

Maintain social distancing of at least 2m. Wherever possible, separate yourself from the people who live in the household.

2. Personal Protective Equipment (PPE)

Provide masks and gloves to all installers to be used at all times whilst on site.

3. Cleaning

Ensure regular cleaning of shared equipment and when touching surfaces inside the home.

4. Disinfecting windows and doors

Upon completion, use disinfectant wipes on all the new window and door furniture. Provide confirmation, either verbally or written to let the homeowner know the handles have been cleaned and are safe to operate.

5. Toilets

Provide on-site portaloo where possible.

6. Vehicles

PPE must be worn when there are more than 2 people in any company vehicle.

7. Hygiene

After using the toilet or eating, wash your hands, use hand sanitiser and wear new gloves.

8. Managing workers on-site

Assign a "Covid" supervisor on site to ensure all workers are following the correct procedures.

9. Limit paperwork

Email or post all contracts/information to the homeowner. When signing off on installations ask homeowner to use their own pen or sign on their behalf with a witness.

10. Sharing safe working practices

Share this leaflet with the homeowner to demonstrate you are following the correct guidelines for safe working practices.

