

Lewis & Graves Partnership Covid-19 Guidance

Introduction

The Management Team at Lewis & Graves Partnership Ltd appreciate that the Covid-19 pandemic is having an impact on how we live our daily lives. People are worried about their health and concerned about their jobs. For those of you that are still working we want you to know that we really appreciate your commitment and loyalty. Those of you that have been furloughed can rest assured that we will continue to pay you for as long as the Government's scheme remains in place.

The safety of our staff remains a priority, if you have received a letter from your GP stating that you need to shield for 3 months or you have an underlying health condition that might mean that you are at increased risk, please contact your Supervisor or Area Manager who will be able to advise you.

Any members of staff showing possible symptoms of COVID-19, or have cared for someone with COVID-19, must not come into work. You must seek medical advice from either your GP or access advice through the Government's COVID -19 website.

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

If you have been self-isolating it is important that you contact your Supervisor or Area Manager before returning to work.

Government have started to lift the current lockdown and some sectors have started to return to work. The safety and well-being of our staff is important to us and we are working with all of our customers and putting measures in place to ensure that staff coming back into work are protected.

The Government has now published guidance for different sectors on how to re-open safely. We will be following that guidance and working with our customers to make sure they understand that our cleaning staff offer an important service that is critical if they are to open their businesses safely.

Staying Safe

Staff should carry out hand hygiene before leaving home (wash their hands for at least 20 seconds with hand soap).

Most of our staff work outside of normal working hours so you will probably not meet too many people. Everyone using public transport to travel to work needs to make sure that they are protecting themselves by perhaps wearing a face covering, you should also consider wearing latex gloves if you are able to buy them. On entry to the building please carry out hand hygiene. (Especially if they had come to site via public transport).

Arriving at Work

When arriving at your workplace please do NOT gather in groups. You will need to walk to your area alone and ONLY use the designated entrance. Your Supervisor will be on hand to sign you in. Please maintain a distance of 2 meters from other members of the team. It is important that you work alone, under no circumstances should you work in pairs or in groups. Your Supervisor will be working with building managers to make sure as many doors within buildings are left open so that you do not need to touch too many doors.

Socially distancing at Work

Your Supervisor will work with staff to make sure that there is minimum contact between staff. This may mean that your normal routine might change for a temporary period.

When leaving work it is important that you leave via the designated exit ONLY. Your Supervisor will be sitting in that area and will sign you out. This will stop staff coming into close contact with each other whilst queuing to sign out. Make sure you wash your hands thoroughly when you get home.

Cleaning Tasks

It is important that extra care is given to all areas that might have been touched by building users. These include;

Hand-rails	Door plates	Kitchen work surfaces/touch points
Door handles	All surfaces in toilets	
Lift buttons	Taps	

Please follow the advice given to you in your Bio-Safety Level 1 – 4 and Phase 1 and Phase 2 cleaning training.

Personal Protective Equipment (PPE)

Personal Protective Equipment will be supplied to staff (gloves and tabards) it is important that you wear these for the duration of your shift. Staff who work during the day may be issued with face masks depending on the areas they are working in and the likelihood of them coming into close contact with building users and visitors.

Our Health & Safety manager is currently working on new risk assessments of every contract to make sure that our cleaning operations are carried out safely and that we are operating in-line with Government guidance. There may be instances where staff will need to be re-trained following these risk assessments, it is important that you take part in any new training to ensure your own safety and the safety of others. If you have any questions following the training please do not hesitate to speak to your Supervisor or Trainer.

Leaving Work

Once you have finished work please make sure that you clean all of the equipment you have used and that you store materials in-line with L&G Policies and Procedures and any training you have received.

Gloves should be washed with soap and water for at least 20 seconds and hung in a place that will allow them to dry. Please ensure that you do not share gloves with other members of the team.

Your Tabard should also be stored in the cleaning cupboard. You should take your Tabard home when necessary to wash, this reduces the chances of any cross contamination. Where staff are taking Tabards home to wash, these should be placed in a sealed bag.

Reporting illness

If you start to feel unwell whilst at work you must report this to your Supervisor. If you notice a colleague or member of the school staff showing symptoms, we ask that you report this to your Supervisor.

Any cuts or abrasions must be covered with a waterproof plaster or other appropriate covering. If you are feeling unwell before you travel to work, or are displaying any of the symptoms consistent with Covid -19 you must seek medical advice before coming to work and notify your Supervisor or Area Manager if they were unable to come into work

Working with our Customers

Some of our customers have already mentioned that they will need more cleaning in certain areas once their buildings are re-opened. Your Supervisor or Area Manager will let you know if there are any opportunities to work additional hours to meet this need.

Finally, can I take this opportunity to thank our staff for their support and understanding during this difficult period. We really do appreciate your hard work and so do our customers.

Mark Graves – Managing Director

Keith Lewis – Managing Director

James Abbott – Senior Operations Director

Tracey Parker – General Manager