



## **IMPORTANT INFORMATION RE TEMPORARY WORKERS ETIQUETTE DURING THE COVID-19 CRISIS**

Please be aware of the following information during the current Covid-19 crisis whilst working for us at our clients' premises. We need you to be responsible and vigilant with all aspects of social distancing and cleanliness.

To stop the spread of coronavirus, you should only leave the house for very limited purposes: shopping for basic necessities, for example food and medicine, which must be as infrequent as possible to take one form of exercise a day, for example a run, walk, or cycle – alone or with members of your household. You can go out for any medical need, including to donate blood, avoid or escape risk of injury or harm, or to provide care or to help a vulnerable person or collect medication

Travelling for work purposes is permitted, but only where you cannot work from home. These reasons are the exceptions. Even when doing these activities, you should minimise time spent outside of the home and ensure you are 2 metres apart from anyone outside of your household.

### **You should also:**

- **Make sure you are aware of the specific rules of the company you are working in before you start work with regards to their regulations regarding Covid-19 as this is a health and safety issue.**
- **When at work be aware at all times, of personal space and social distancing – do not get close to others and try where possible not to share equipment stay 2 metres apart.**
- **Wash your hands with soap and water often – for at least 20 seconds regularly and certainly after visiting the toilets and before preparing or eating food.**
- **Wash your hands as soon as you arrive to work as well as at regular intervals throughout the day and also as soon you get home.**
- **Cover your mouth and nose with a tissue or the crook of your elbow when you cough or sneeze and then put used tissues in the bin immediately and wash your hands**
- **If you can please wear gloves and a mask – again please follow the company procedures for this and make sure you are fully aware.**
- **Avoid touching your face particularly eyes, nose and mouth areas**
- **Do not touch your face if your hands are not clean**
- **If someone you work with starts to display symptoms – keep your distance and report it to your supervisor**
- **If you are unwell please do not go into work but contact 1<sup>st</sup> Choice by telephone**
- **If anyone in your household is displaying symptoms then please notify 1<sup>st</sup> Choice before going in to work**

**KEEP THE SAFETY OF OTHERS AND YOURSELF IN MIND AT ALL TIMES**