

Shropshire Wildlife Trust Covid-19 Operating Procedure (COP)

Title: Improved personal and workplace hygiene

Introduction

New hygiene requirements adopted to mitigate against Covid-19 contagion will remain in place to ensure, so far as it is reasonably practicable, any work will be carried out in our workplaces with a commitment to protecting the health of everyone involved.

It's important that a high level of hygiene is maintained at all times. At the current time Covid-19 is known to spread through coughs and sneezes and to remain on surfaces for up to 72 hours, allowing it to be easily picked up and spread.

Government guidance on Covid-19 Health & Safety precautions must be followed strictly:

Wash hands - Keep washing your hands regularly

Cover face - Wear a face covering in enclosed spaces

Make space - Stay at least 2 metres apart - or 1 metre with a face covering or other precautions

Good personal hygiene practices will be facilitated such as regularly cleaning and disinfecting hand contact surfaces and allowing staff and volunteers to take frequent breaks to wash their hands to help control the spread of this disease.

In implementing this commitment to manage hygiene SWT will:

- Promote mandatory handwashing for 20 seconds on entry to our buildings and promote regular, thorough handwashing to staff and volunteers and after sneezing, coughing or blowing their noses.
- Provide hand sanitiser. This is to be used where handwashing is not practical or unavailable - washing hands for at least 20 seconds is seen as the best line of defence.
- Display posters with hygiene advice.
- Provide additional cleaning products to allow staff to increase cleanliness of toilet and kitchen areas, as well as contact areas such as, handrails, door handles, entry keypad and lift controls (Conferencing).
- Provide additional cleaning products to allow increased cleaning of workstations, and items such as telephones, screens and keyboards. These should be cleaned at the end of each work session by the staff member or volunteer utilising the area.
- Ensure windows are opened to increase ventilation.

Face coverings: At this time we are not recommending the use of face masks or other face coverings. We do not feel it to be beneficial to our staff and our risk assessments show that increased hygiene and social distancing are sufficient steps to manage the spread of Covid-19. Any staff, volunteer, trustee or visitor who wishes to use this type of protection, may do so.

Responsibility for implementing this Operating Procedure rests with the management team who endorse this policy statement and is fully committed to its implementation

Regular washing of hands with soap and water for at least 20 seconds is mandatory.



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