

HELP PREVENT THE SPREAD OF CORONAVIRUS

Do not enter the building if:

- You have any of the symptoms of coronavirus
- You should be in self-isolation

Before you start work:

- On arrival, please take a 'temperature check' at the station provided in the main entrance
- Wash your hands immediately and wash them again regularly
- Clean any equipment you are using before and after use with the materials provided

While at work:

- Cover coughs and sneezes with your arm or a tissue
- Dispose of tissues into a closed bin
- Wash your hands
- You are responsible to wash all cups plates and cutlery you use
- Observe social distancing and stay at least 2m from anyone else
- You might be asked to wait outside the room to allow our engineering team to work
- Clean down the surfaces and equipment you have touched before leaving
- Tell us if you feel unwell and go home immediately
- Tell us if you feel unwell within 7 days of your visit

THANK YOU FOR YOUR COOPERATION IN THESE DIFFICULT TIMES

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer: dock10 Date: 27/05/2020

Who to contact: Paul Houghton 07590 416 081

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)