



### **Statement Policy: Protection of workers and others from Covid-19.**

**Stephen Yates 07810 893218 [stephen.yates@itcleaning.co.uk](mailto:stephen.yates@itcleaning.co.uk) is the single point of contact for Covid-19 issues.**

**IT Cleaning Ltd will have records of all clients visited. This information will be in the job management booklet. We will use this to assist with track and trace if required.**

IT Cleaning Ltd do not have offices of their own. We work entirely in other companies premises, be this data centres or broadcast venues like the BBC. Therefore we have to abide by there Covid-19 rules, example: Wear masks, follow arrows(one way circuit), one person in lift, hand sanitisation, etc. We do travel to work in a van which can have up to a maximum of four people. The van can seat 5 plus the driver, so this is three plus the driver, this is always the same team.

IT Cleaning Ltd workers, and employees, must if they show any signs of Covid-19 infection. Which are:

1. A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
2. A new, continuous cough – this means coughing a lot for more than for an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
3. A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

As soon as possible Inform Stephen Yates 07810 893218, this can be a voicemail. Contact NHS 111 service. Stephen Yates will contact all other workers/employees who have had contact with ill worker/employee, and tell them to immediately self-isolate. We will then abide by current UK government requirements, especially regards, track and trace, all clients you have been in contact with will be contacted, as will the Track and Trace department.



### IT Cleaning designated workspace:-

IT Cleaning Ltd have designated the company van as a workspace. To this end the following procedures will apply to this vehicle. The same team use the van every day.

1. The designated driver, who will have the van overnight, will do the following before stating the journey to pick the others up.
  - a. Using the infrared thermometer (no contact) test your temperature. Normal temperature for a human 36.1 to 37.2 ° C. If your temperature is above this, test again after 10 minutes, ensure the thermometer is the correct distance away and set on person, not object. If okay proceed to b. If you temperature is still high call Stephen Yates.
    - i. If your temperature is above 37.8° C you have a fever, call Stephen Yates, then go home and call NHS 111 service.
  - b. Using the provided chemical virusan, this is hospital bleach based sterilisation liquid (COSHH, and RAMS, issued) clean the thermometer and replace it. Using the same chemical wipe all touch surfaces in the van, including sun visors, steering wheel.  
**This is also to be done prior to changing driver.**
    - i. DO NOT USE ALCOHOL WIPES. Please be aware isopropanol and ethanol are Volatile Organic Compounds (voc), these are harmful to humans, and have threshold limits. Ethanol and Isopropanol TVL is 1000 ppm in air. Please ensure areas are well ventilated when used. We do not want a build up of this in the van, it will give you a head ache.
  - c. Proceed to the first pick up point. At the first pickup point get the person to do the following:
    - i. Check there temperature.
    - ii. Wipe there hands with sanitiser provided.
    - iii. Clean thermometer. With virusan.
  - d. Do the same at each pickup point.
  - e. All person travelling to site will sit side by side, driver, one fron passenger and two rear passengers, windows to be slightly open if possible to allow for ventilation.
  - f. All persons to keep social distanced where possible in and out side of the van.



2. When filling the van up with fuel or adblue, the following will be done:
  - a. Wearing gloves to fill the van.
  - b. Pay using fuel card provided.
  - c. After all of this sanitise gloves and hands, before re-entering the van.

#### Arriving at site:

The Team Leader will have the site RAMS in the Job Management Booklet. Ensure you (team leader) have read these especially the Covid-19 RAMS as these will be site specific. Ensure all workers/employees have read and understand RAMS.

1. If required to wear a mask put one on ( you will know this from RAMS). Meet site contact, ensure two metre distance is maintained. All to attend site induction including Covid-19 protocols for site.
2. Unload van as per RAMS. Move equipment to work area as per RAMS.
3. Whilst carrying out safety checks on equipment, vacuums etc, wipe all touch points with virusan. Do not use alcohol, especially in a Data Hall/Rooms, as alcohol can have a detrimental effect on magnetic media, such as tape storage.
4. Wipe touch points on ladders etc.
5. Proceed to work.

#### During work on site and at breaks.

1. Maintain social distancing at all times 2 or 1 metre.
2. Work in different parts of the room.
3. If the room is too small, one vacuum the room, then one wipe the room.
4. If you can not social distance wear **FFP 2** mask at all times.
5. If you need to share equipment, wipe it down prior to handover.
6. Accident at work which requires first aid. If casualty can wear a mask ensure they have one on. All workers/employees present to wear masks. Call first aid and any other requirements as per site induction.

#### Leaving site:

1. Wipe all touch points on vacuums including vacuum tools and pack into bags and box.
2. Load van as per RAMS.
3. Team leader to show client work during this time. If client is happy but not will to sign the sign off due to covid-19 Ask them to email [stephen.yates@itcleaning.co.uk](mailto:stephen.yates@itcleaning.co.uk) when they can.



### Protocols for Personnel, workers/employees.

1. Maintain social distancing at all times.
  - a. If this can not be maintained wear FFP 2 masks.
2. Do not sing, talk loudly, shout unless an emergency.
3. Wear gloves at all times.
  - a. You can sterilise these with virusan or IPA as required.
4. Wash or sterilise hands regular.

### Becoming ill at work.

1. If you become ill at work ensure you have a mask on and inform the team leader.
2. Team leader and you are to assume it is Covid-19 and inform the client and Stephen Yates. All team to be masked and gloved immediately
3. Place ill person in a safe place, get them to call 111, and prepare to leave site.
4. Once out of the room, the room is to be cordoned off and door sealed or locked. The client will have to do this. No one should re-enter the room for 5 days unless wearing full PPE.
5. Remove ill person to home or as instructed by NHS 111 service.
6. If person has COVID-19 all team to isolate for 14 days.
7. Ask client to call Stephen Yates who will discuss options with the client. Example stay out of room for 5 days if possible, ITC to carry out a wipe down sterilisation, or worst case, if they need to get the room back fast; ITC to offer UVC sterilisation. This will all be at our cost so only Stephen Yates can authorise.
8. Stephen Yates to invoke track and trace, inform all clients whom the person has been in contact with over the last 21 days. Then inform Track and Trace.

### Site has a suspected Covid-19 illness.

1. Follow all client instructions.
2. Inform Stephen Yates, who will speak to client contact.



### Track and Trace

IT Cleaning Ltd, Stephen Yates will cooperate with all requests for track and trace.

1. If you become ill with Covid-19 IT Cleaning Ltd Stephen Yates, will contact all sites you have been to in the last 21 days and inform them.
2. I T Cleaning Ltd, Stephen Yates will if received contact from clients or track and trace inform you to lock down if required.

### Communication to workers/employees:

You will be asked to sign a document to say you have been given this statement. Stephen Yates will ensure the Covid-19 information is passed on to all workers/ employees via: Writing, Meetings, Toolbox talks, telephone calls if required. All updates will be communicated ASAP. If workers/employees have any worries or issues please contact Stephen Yates 07810 893218 [stephen.yates@itcleaning.co.uk](mailto:stephen.yates@itcleaning.co.uk)