



COVID-19 CONTROL IN MARINAS

IDEAS GALLERY

Version 1.2 2nd June 2020

TYHA COVID-19 Control in Marinas - Ideas Gallery

Communication is fundamental to providing a marina environment that effectively minimises the potential of transmitting COVID-19 from person to person. Marinas and the broader business world are inventing creative communication tools to ensure staff, customers and other site users follow safe practices. This Ideas Gallery has captured some of these communication methods (often signage) to help members develop their own communication tools. We hope you find this resource useful and ask that you also share your ideas with us so we can further develop this ideas gallery.

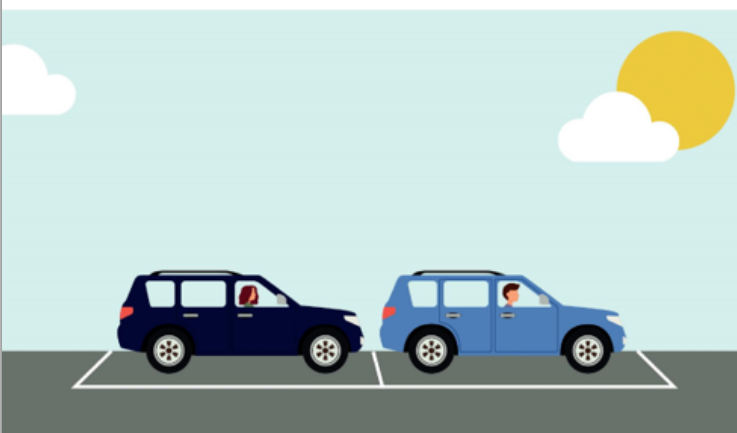
Contents	Page(s)
Arrival at Marina Site	3-6
Reception/Office	7-9
Showers/Toilet/Laundry	10-12
Pontoons & Access to Boats	13-16
Outdoor Public Spaces	17
General Site Video	18
General Site Signage	19-21
General Information	22
Staff	23-24
Boat Sales	25
Ideas from Airbus	26-36
Ideas from Princess Yachts	37-43

TYHA would like to thank MDL Marinas / Aqueduct Marina / Lymington Yacht Haven / Tingdene Marinas / Neiwupoort Marina / Gravelines Marina / Boulogne Marina / Port of Dover Marina / Jachthaven Bruinisse / Emsworth Yacht Harbour / FFPP / D-Marin / Ecesaray Marina / Burton Waters / Airbus and Princess Yachts for providing and allowing us to use the following images and ideas.

Please ensure that you use these as reference only to produce your own, site specific collateral.

Arrival at Marina Site

IMPORTANT NOTICE



When you arrive at or
leave the car park, be
mindful of others.



IMPORTANT NOTICE



Access cards required
to gain entry.



Arrival at Marina Site



CORONAVIRUS

STAY ALERT TO STAY SAFE

Keep a safe distance from others
Stay home as much as possible
Keep washing your hands regularly

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES

For your safety and others' please
wear gloves when using and wash
hands before and after using all
access points and luggage trolleys.
Thank you.

IMPORTANT NOTICE



Please clean trolley
handles before use.



CUSTOMER NOTICE

**PLEASE USE WIPES TO
CLEAN TROLLEYS BEFORE
USE**



IMPORTANT NOTICE



Please remember to keep
at least 2 metres apart at
all times.



IMPORTANT NOTICE



Please use hand sanitiser
before and after use.



IMPORTANT NOTICE



If visiting the marina,
please call the marina
office on **xxxx**.



IMPORTANT NOTICE



Please make use of the
hand washing and
sanitising stations.



IMPORTANT NOTICE



We'll be operating a one-in, one-out system at our site offices.



CUSTOMER NOTICE

**USE HAND SANITISER
BEFORE ENTERING**



IMPORTANT NOTICE



Have you picked up your
New Season Pack from
the Marina Office?



Reception/Office



Reception/Office



IMPORTANT NOTICE

FACILITY CLOSED

This facility remains closed due to current Government guidance.

We apologise for any inconvenience.



IMPORTANT NOTICE



We'll be operating a one-in, one-out system at our facility blocks.



IMPORTANT NOTICE



Please use hand sanitiser
before and after use.



Hygiene

HANDSHAKES ARE CANCELLED

- Handshaking transfers 10x more germs than fist-bumping
- Embrace the power of a good head nod

ELIMINATE FACE TOUCHING

- Coronaviruses (Covid-19) typically live for over a week on many surfaces
- Fingers transfer the virus to your eyes, nose, or mouth dozens of times per hour.

TRIPLE YOUR HANDWASHING TIME

- Only 5% of us wash our hands with soap and water for 20 seconds
- Use hand sanitizer with at least 60% alcohol

DISINFECT SURFACES

- Use disinfectant sprays instead of wipes, which can spread germs from one surface to another
- Let the surface remain wet for 3 minutes prior to drying

D Marine

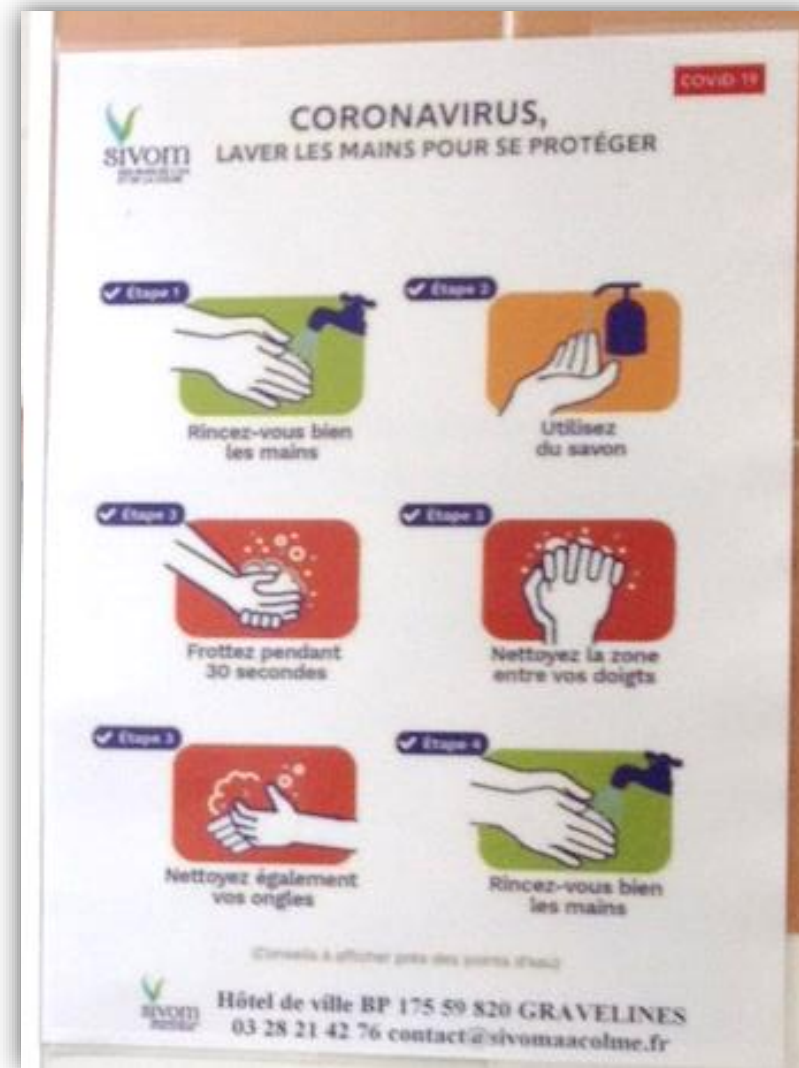
d-marine.com | f dmarinamarinas | D-Marine | dmarinamarinas

IMPORTANT NOTICE



Please make use of the
hand washing and
sanitising stations.





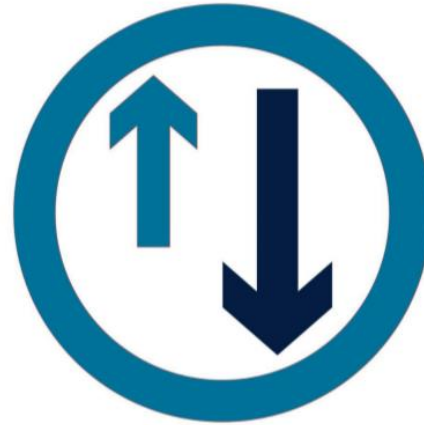
IMPORTANT NOTICE



Access cards required
to gain entry.



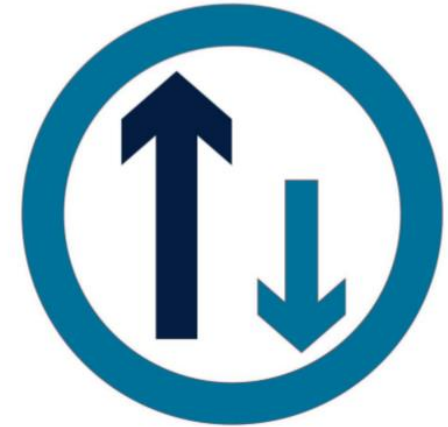
IMPORTANT NOTICE



Please give way to
people exiting the
pontoon.



IMPORTANT NOTICE



Please give way to
people proceeding onto
the pontoon.



IMPORTANT NOTICE



Current COVID 19
regulations prohibit the
overnighting on your boat.

At the end of day, you are
required to please return to
your main place of
residence.



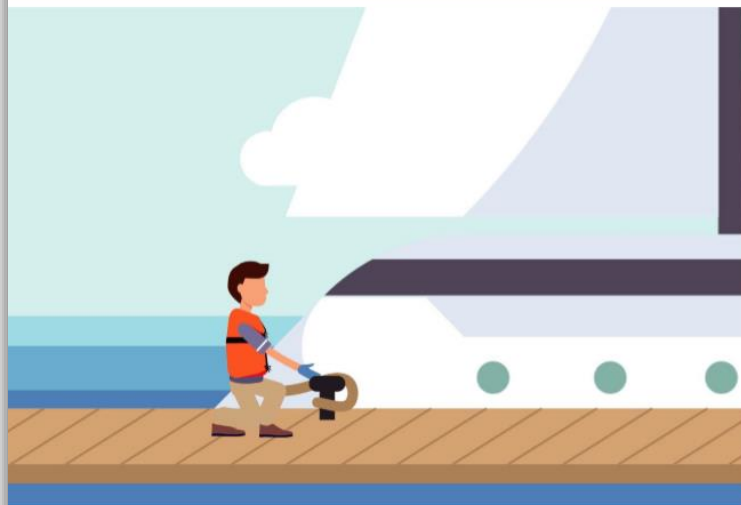
IMPORTANT NOTICE



When on the pontoons, you'll need to use the fingers to pass safely.



IMPORTANT NOTICE



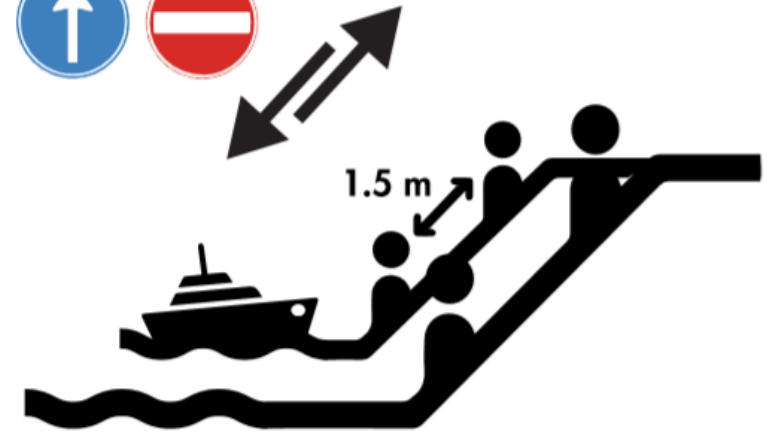
When tying your boat off at the marina, please wear disposable gloves.



HOUD AFSTAND



eenrichtingsverkeer op trap



GEBRUIK PONTON EN CATWAY OM AFSTAND TE HOUDEN

Pontoons & Access to Boats



UK Government

NHS

CORONAVIRUS

STAY ALERT TO STAY SAFE

Keep a safe distance from others
Stay home as much as possible
Keep washing your hands regularly

STAY ALERT CONTROL THE VIRUS SAVE LIVES

For your safety and others' please maintain minimum two metres social distancing with other marina users.

Please allow other marina users to pass on access ramps before using. Please use side fingers to pass on main walkways.

Thank you.

IMPORTANT NOTICE



Please remember to keep at least 2 metres apart at all times.



IMPORTANT NOTICE

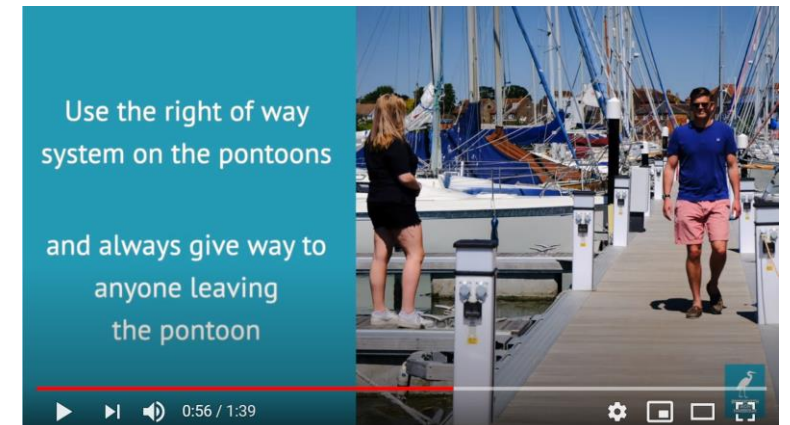
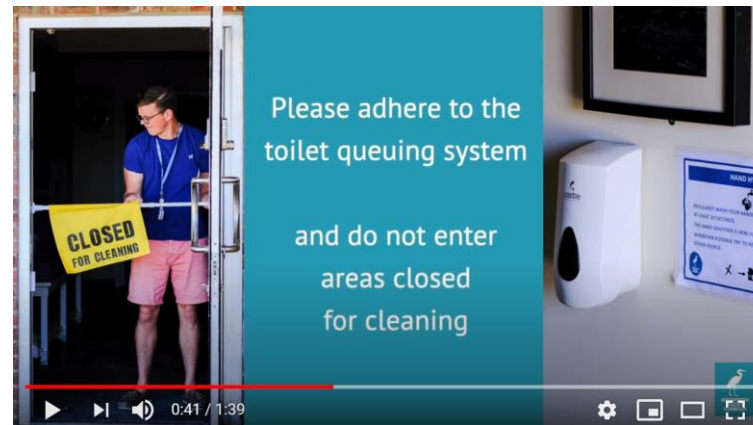
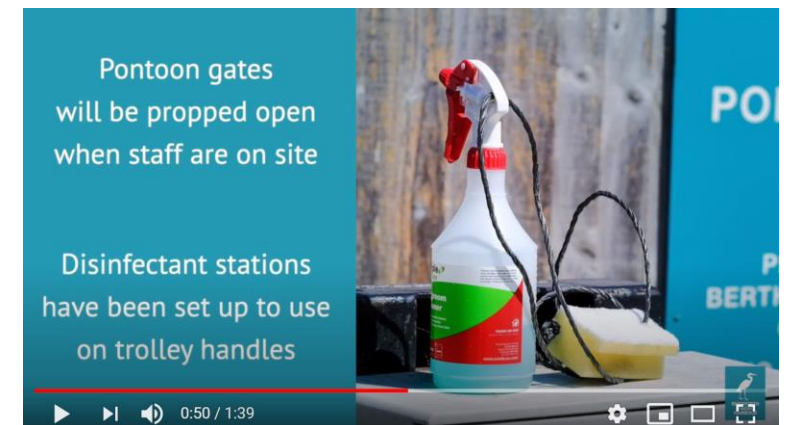
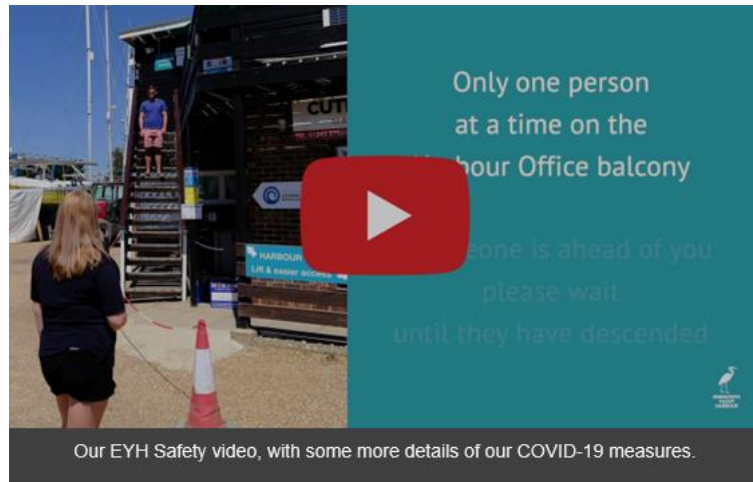
AREA CLOSED

This area remains
closed due to current
Government guidance.

We apologise for any
inconvenience.



General Site Video



https://www.youtube.com/watch?v=_dpXpW-jl-c

SOCIAL DISTANCING AT THE MARINA



Limit the people aboard to family members in your household, no guests should be invited.



Prefer to use our e-services (email, e-banking, etc.) to minimize your visit to Marina's office.



Maintain a safe distance at all time.



Wash your hands frequently with soap and water or use an alcohol-based hand sanitizer.



Limit your movements from and to your boat to the necessary ones.



When you enter indoor areas you are advised to wear mask and gloves.



A maximum number of simultaneous users is allowed in all public indoor areas (WCs, showers, lockers, shops, etc.).



If you develop fever or respiratory symptoms (e.g. cough, shortness of breath) inform immediately Marina's Office to seek medical attention.

Enjoy the water and fresh air while boating responsibly.

d-marin.com | dmarinmarinas | D-Marin | dmarinmarinas



Safe Boating with Yacht Havens

Please help us keep boating and marine services open, safe and accessible for everyone to enjoy through this time. Following a few simple suggestions will improve your safety and the safety of others and help everyone enjoy boating responsibly.



BEFORE YOU GO

- Only make boating plans with members of your immediate household
- Pack hand sanitizer, disinfecting wipes & disposable gloves
- When fuelling, avoid direct contact with our haven masters, maintain a 2 metre distance to help them safely serve you
- Ensure your vessel is seaworthy and the forecast is suitable, minimising any need for emergency services to be mobilised
- Get ready for a day of recharging in nature and social distancing on the water!



IN THE MARINA

- Maintain a 2 metre distance from all others
- Don't congregate around the marina and don't enter the office or washrooms unless you can be sure to maintain social distancing measures
- Use gloves when handling trolleys, key pads or shared facilities
- Limit your area to only your crew and avoid the common courtesy of helping others with their lines



ON THE WATER

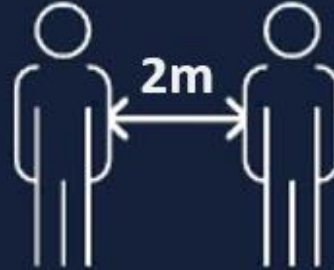
- No beaching your boat right next to someone else
- No rafting up – keep your distance on the water
- Find a secluded spot away from others to relax
- Always remember to boat safe and be courteous and cautious to those around you
- Enjoy your boat, the water, and the fresh air!



RETURNING

- Follow the same guidelines as when you launched your boat
- Square away your boat and continue to head home
- Please continue to be safe and protect those around you off the water

Don't forget, the haven team are here to help, please continue to communicate with us by VHF, phone or email whenever possible to avoid congestion in the marina office



Always maintain a safe distance



**Wash your hands frequently with soap and
water or alcohol-based hand sanitizer**

General Site Signage – Multiple Languages

Corona measures in Zeeland

Basic rules



Information about tourism in Zeeland

What is permitted? A step-by-step plan



Recreational tips for Zeeland



Avoid crowds, keep a distance

More information: www.zeelandveilig.nl/coronavirus

29 mei 2020



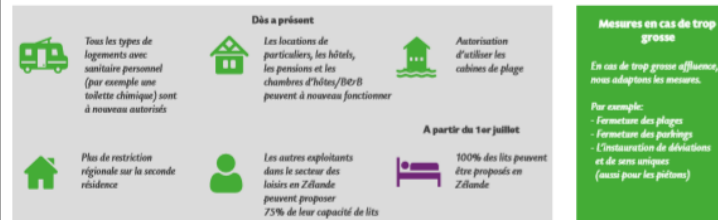
Mesures concernant le coronavirus en Zélande

Mesures générales



Mesures en cas d'affluence concernant le tourisme en Zélande

Qu'est-ce qui devient permis, étape par étape?



Que faire en Zélande?



Eviter la foule, respecter la distance

Plus d'informations sur: www.zeelandveilig.nl/coronavirus

29 mai 2020



Coronamaatregelen in Zeeland

Algemene maatregelen



Informatie over toerisme in Zeeland

Wat wordt er stap voor stap weer toegestaan?



Tips om te doen in Zeeland



Vermijd drukte, houd afstand

Meer informatie: www.zeelandveilig.nl/coronavirus

29 mei 2020



Je respecte les précautions sanitaires générales

Comment se protéger et protéger les autres ?



Lavez-vous très régulièrement les mains



Toussez ou éternuez dans votre coude ou dans un mouchoir



Utilisez un mouchoir à usage unique et jetez-le

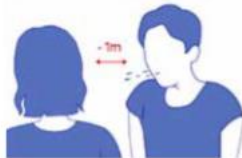


Saluez sans se serrer la main, évitez les embrassades

Comment se transmet le Coronavirus ?

• Par la projection de gouttelettes

• Face à face pendant au moins 15 minutes



Source : Santé publique France

- Si j'en dispose je porte un masque notamment lors d'échanges avec une autre personne
- Je tiens mes distances vis-à-vis des autres personnes
- J'évite les regroupements de personnes



Je me promène et me déplace sur le port de plaisance.

Sur les parkings, les quais, les pontons, les espaces publics...



Je garde mes distances et j'évite les regroupements. J'évite de toucher les objets qui m'entourent. Si je manipule un objet partagé, j'effectue un lavage de mains précis avant et après l'utilisation.

Je profite de mon bateau à quai et en mer !

Je profite de mon bateau, je fais intervenir un professionnel du nautisme ou un service à bord de mon bateau, je navigue, je régate, je favorise les échanges par téléphone, mail ou toute autre procédure dématérialisée.



Je respecte les règles de précautions générales et particulières. Je tiens mes distances et je me protège. Je reste sur mon bateau, j'évite les regroupements « Stop aux apéros pontons ». Si je veux profiter d'une activité, je prends Rendez-vous en priorité par téléphone.

CHARTRE DE BONNE CONDUITE DES PORTS DE PLAISANCE face au risque sanitaire COVID-19

Dans le but de favoriser le retour à une activité des services portuaires et d'être identifié par les services de l'État, la Préfecture Maritime, le Préfet de Région et les Préfets de département, comme un secteur d'activité pouvant être déconfiné en priorité, les gestionnaires des Ports de Plaisance prennent les engagements suivants :

- 1• Assurer l'application des règlements, directives et recommandations des pouvoirs publics en matière de lutte contre le COVID19.
- 2• Imposer ou encourager le respect des gestes barrières à leurs agents portuaires, prestataires, professionnels du nautisme, acteurs associatifs, plaisanciers et visiteurs sur l'ensemble du port de plaisance avec une vigilance particulière sur les pontons et les zones techniques.
- 3• Mettre en place du matériel de protection favorisant la distanciation sociale sur les points d'accueil : écrans transparents, masques, produits désinfectants en libre accès, marquages au sol, signalisation pour le maintien des distances de sécurité entre les clients dans les zones d'attente.
- 4• Renforcer le nettoyage, la ventilation et la désinfection quotidienne des parties communes (Sanitaires, Capitainerie, Station d'avitaillement, Point Propre...) et les adapter aux exigences et recommandations des autorités sanitaires.
- 5• Favoriser le paiement dématérialisé. À défaut favoriser le paiement par carte bancaire si possible sans contact et désinfecter systématiquement les terminaux de paiement.
- 6• Réserver les sanitaires aux plaisanciers avec contrôle d'accès et fermeture obligatoire pendant les opérations d'entretien et de désinfection.
- 7• Assurer une communication claire sur l'ensemble des mesures de prévention contre le COVID19 mises en place sur le port de plaisance.
- 8• Former le personnel puis assurer la mise en place et le respect des protocoles de gestion définis dans le Document Unique du port, et en cas de suspicion de contagion au COVID19.
- 9• Mettre en quarantaine tout employé avec fièvre et/ou autres symptômes du COVID19, par principe de précaution.
- 10• Nommer un ou plusieurs référent(s) sanitaire(s) au sein du port de plaisance.

Fait à _____, le ____/____/2020

Signataires

Préfet de Région / Préfet Maritime ou Directeur VNF
Président FFPP / Unions régionales
avec l'approbation des organisations syndicales
« CFDT, FO, CGT, CFTC et CFE-CGC »

Staff Areas

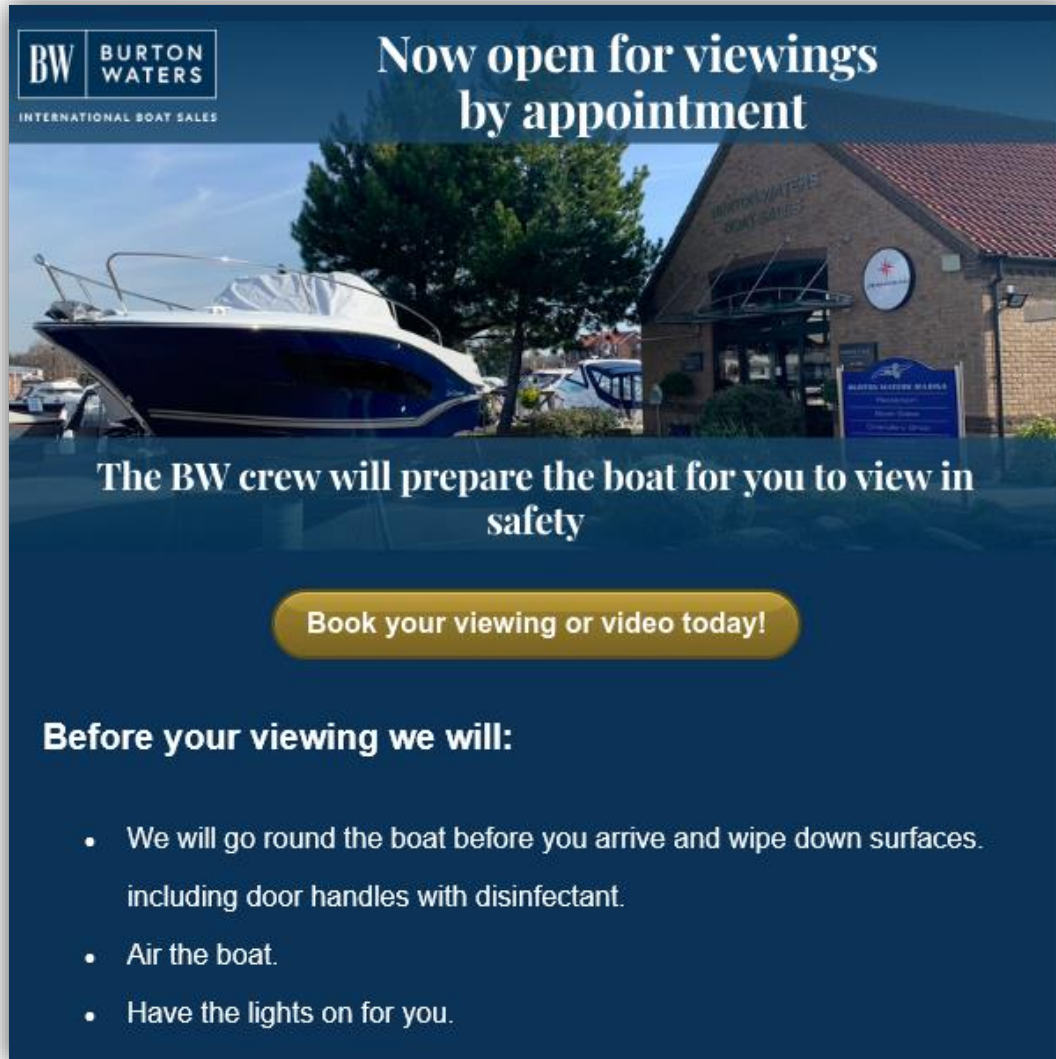


Workboats



Staff Temperature Checks





BW BURTON WATERS
INTERNATIONAL BOAT SALES

Now open for viewings by appointment

The BW crew will prepare the boat for you to view in
safety

Book your viewing or video today!

Before your viewing we will:

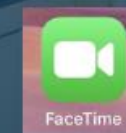
- We will go round the boat before you arrive and wipe down surfaces.
including door handles with disinfectant.
- Air the boat.
- Have the lights on for you.

On your viewing:

- We will ask you to respect the 2m social distancing rule (please don't be offended).
- We will open the boat for you and leave to look round at your own pace, we will stand 2 meters away or you can call us on your mobile.
- We will offer gloves (please feel free to bring your own PPE to make you feel comfortable).
- We will only be able to offer soft drinks.

Or

LIVE VIDEO VIEWINGS WITH





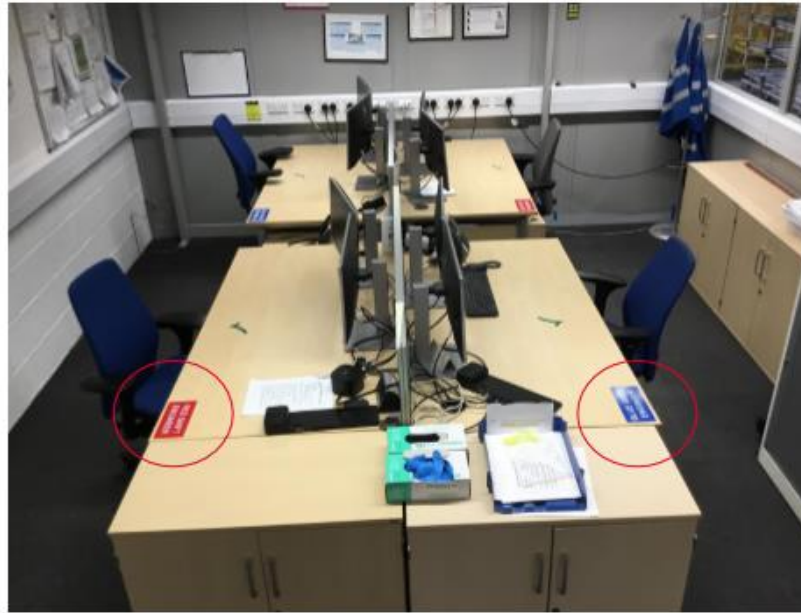
**Thank you to Airbus for providing the following
slides and for sharing their working practices**

Examples of Implemented Measures – Desks and Meeting Rooms



Cleaning fluid and paper provided in all meeting rooms and offices for self cleaning (in addition to sub-contracted cleaning regimes).

Red and green ticks installed at approved seating positions to ensure 2m segregation. Applied to office spaces too.



Red and Blue teams (opposite shifts) implemented using different desks greater than 2m apart. Highlighted labelling marking desk allocation to shift.



Closure of meeting rooms with more than 5 person capacity.

Examples of Implemented Measures – Segregation Lines and One Way



2m yellow line marking used consistency across site on clock machines, water dispensers, vending machines etc.



One way systems implemented using standard highway code signage on stairways and entry / exit doors.

On the Move

Keep at least a 2m distance whilst walking through corridors, stairs and communal areas.

Where it has been safe to do so, we have opened up transport routes to pedestrians and closed them to all vehicles at busy times during the shift. Some stairs have been temporarily marked as UP or DOWN only and walkways will be marked as ONE WAY to help us maintain social distance principles.

If it's not possible to keep social distance when using any corridors, stairs or communal areas, please wait to pass through.

At these unprecedented times, we must slow down and accept some things will take a little longer than usual. This is perfectly acceptable.



Changing Areas and Toilets

Please respect social distancing between people in local changing areas and toilets.

Locker rooms have been moved around where necessary and shared toilet/locker facilities will incorporate a one-way system if required to support this rule. In addition, some toilet facilities have been adapted to single occupancy.

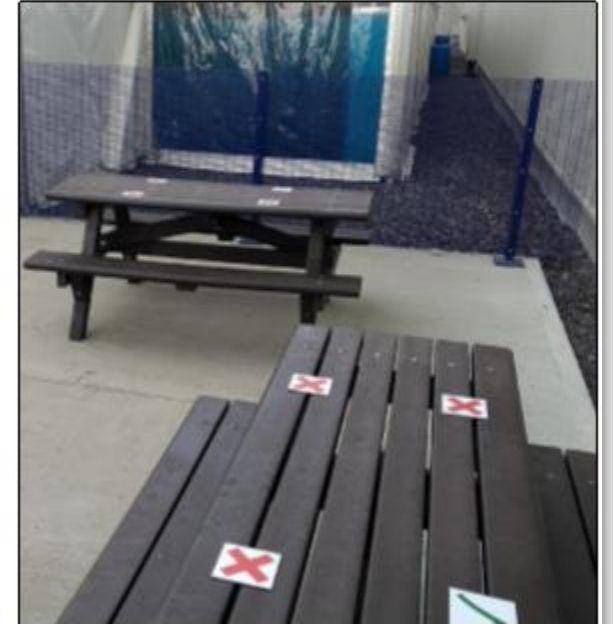
If you have to wait to get changed for work or home please do so, it is vital we maintain social distance AT ALL TIMES.

Please be reassured, all working practices are being adapted to respect social distancing rules and this will mean some things don't start/end at the time they usually would. This is wholly acceptable given the situation and is not a problem.



AIRBUS

Examples of Implemented Measures – Break Area



Chairs removed where possible. Where fixed, same standard of green ticks and red crosses identifying suitable seating location.

Seating Areas

Please follow tick / cross signage to ensure social distancing between people in break areas.

Break times will be staggered where necessary to support this rule. The chairs and tables in break areas have also been marked as a guide.

It is important we remember when on our break we must continue to keep the social distance apart from our colleagues to help us keep each other as safe as possible.

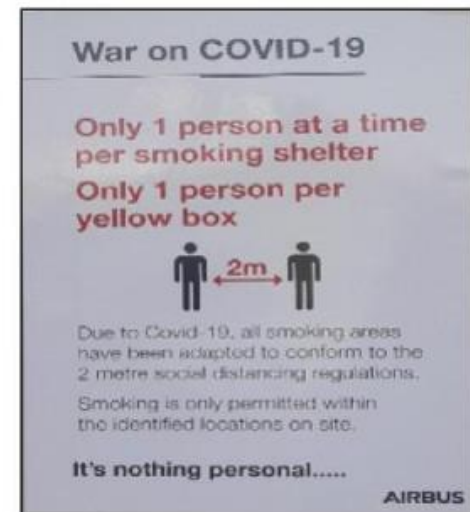


Smoking Shelters

Please respect social distancing when using smoking shelters.

Smoking shelters have been modified and signage updated to enable 2 metre social distancing.

If you cannot stand 2 metres apart when in any smoking shelter, please stand outside in the immediate vicinity of the shelter so you can maintain at least a 2 metre social distance.



PPE

IT IS IMPORTANT THAT WHILST UNDER TAKING ANY ACTIVITIES WITHIN THE WORKPLACE ALL PPE REQUIREMENTS MUST BE MET.

YOUR BUSINESS AREA PPE ASSESSMENT WILL GIVE YOU THE REQUIREMENTS TO BE MET IN LINE WITH ALL RELEVANT COSHH AND RISK ASSESSMENTS

Airbus PPE/RPE Assessment

Ref: LCMO PPE 019

Department: Large Component Manufacturing

Airbus representative: Steve Burnett & Charles Corradine

Assessment date: 18.02.20

CEP representative: Alan Hughes

Site Minimum Mandatory Safety Equipment Requirements



1. Eye protection must be worn in all production areas
2. Safety footwear must be worn in all production areas
3. Hearing protection must be worn where identified in LCM production areas
4. PPE work wear must be worn in all production areas
5. Disposable nitrile gloves to be worn when using hand held powered tools
6. Simple design cotton gloves must not be used as personal protective equipment and should only be used as a liner glove (i.e. worn beneath another glove which is the correct size and close fitting). To avoid entanglement this type of glove must not be used when using moving machinery or rotating equipment.

Please note: When a product is highlighted in orange this denotes that it is optional not mandatory

Drilling metal components in situ (Refer to COSHH Assessment 188 & Noise Survey AD_SPC_12_001)	User User and persons in the vicinity.	Skin contact Eye contact Noise	Gloves – Evergrade (ref. 0204 or 0205). UNEX safety specs. Refer to departmental product listing. Refer to departmental noise survey and product listing.	Disposable nitrile gloves provide flexible and sensitive protection. Eye protection against projectiles. Refer to departmental Noise Survey.	
---	---	--------------------------------------	---	--	---

Note: This is an example PPE Assessment, you can access the one for your task from your EHS Controller or Safety Corner.

Exception

Where 2m social distancing cannot be achieved:

In a very small number of cases, for example where employees have to work in confined space or in close proximity, the 2 metre rule cannot be respected. In these cases, and as per government rules, then a surgical mask (Blue Side Out) is required in addition to any measures highlighted in the local PPE Assessment.

As a minimum, hand PPE (disposable nitrile gloves) should be worn when carrying out practical work, especially where equipment and tooling is shared. Once gloves are removed put them in the bin and wash your hands.



Personal Hygiene

Please respect social distancing whilst washing hands, respecting markings provided.

Extra hand washing facilitators and sanitisers have been fitted across the plant. There's also some markings showing a 2 metre distance from the washing facilities to the person waiting. There must also be 2m distance between you and the employee next to you.

Keep an eye on AirbuzzTV to see a video about effective handwashing techniques.

The following hierarchy for the choice of hand hygiene methods should always be followed

1 - Soap and Warm Water

2 - Soap and Cold Water

3 - Liquid / Gels hand sanitizers



If you can't keep the 2m distance please wait to wash your hands, DO NOT JUST WALK AWAY.

Digital Thermometers

Digital thermometers are now available in all business areas. They should be used if an employee starts to feel unwell. Employees should check their temperature twice a day at home as part of their own routine.

Process to use Airbus Digital Thermometer

- Employee requests the use of thermometer to Line Manager.
- Line manager makes thermometer (in box), a nitrile glove and antiseptic wipes* available to the employee maintaining a 2m distance from employee.
- Employee puts on the glove, wipes the thermometer with an antiseptic wipe*, takes a temperature reading with digital thermometer following the guidelines in appendix 1.
- The thermometer should be held 1cm to 3cm (approximately 1 inch) from the forehead and the trigger pulled to take the reading. The thermometer does not need to be turned on as pulling the trigger will activate the device. A beep will indicate a reading has been taken.
- When finished employee wipes the thermometer with an antiseptic wipe* and returns it to the manager in its box maintaining a 2m distance from the manager.
- Manager wearing a nitrile glove returns thermometer to secure location.
- If employee has a temperature at or above 37.5°C the manager should enact the existing guidelines for dealing with a suspected case of Covid19 shown in appendix 2.

*If no antiseptic wipes are available then use a clean cloth or paper towel with disinfectant spray but spray onto the cloth then clean rather than spray directly onto the device.





COVID 19: INTERIM SAFETY MEASURES AT PRINCESS YACHTS

**Thank you to Princess Yachts for providing
the following slides and for sharing their
working practices**

Associated documentation

- SSoW 113 - COVID - 19 Controls
- SSoW 113a - COVID - 19 Controls - Offices
- TSHE 146 - COVID 19 Workplace Compliance Inspection
- TSHE 147 - COVID 19 Contractor Compliance Inspection
- TSHE 148 - COVID 19 Facilities Safe Place of Work Declaration
- TSHE 149 - COVID 19 Workplace Handover Certificate



WHAT WE'RE DOING AT PRINCESS YACHTS

In order to prepare ourselves for full production we have been working in partnership with Health, Safety and Environment and the Works Committee to develop and implement measures to allow our workforce to return to work and operate in a safe environment. These preparations meet or exceed government advice for social distancing and the correct use of Personal Protective Equipment (PPE).

In this short guide we've outlined the safety measures we have put in place to protect our employees against infection and what they should be doing to help. All employees, contractors and visitors must comply with this procedure or they will not be permitted to enter any Princess Yachts site.

Actions we are taking include:

- Phased and controlled restart to staff returning to the workplace
- Change to shift patterns to ensure social distancing is maintained
- Hand sanitiser stations for the end of every boat in build and around all areas of the workplace
- Staff working from home where appropriate
- Informative signs placed around workplace to ensure employees know the facts about Covid-19
- Clearly marked one-way systems where appropriate
- Reorganised welfare areas to ensure social distancing
- Two metre markers installed along all walkways both inside and out to ensure social distancing can be easily adhered to
- Pulse oximeter and temperature monitoring available across all sites





EVERYONE IS RESPONSIBLE

It is every employee's responsibility to follow the guidelines in this document and to adhere to the new processes that have been put in place for your safety and those of others around you.

Several key staff will be taking on additional responsibilities during this time to ensure that the workplace is a safe and clean environment. Workplace compliance inspections will be conducted on a daily basis for all areas, and compliance across these areas, along with contractor compliance inspection reports will be recorded and reported to site directors and HS&E managers daily.

WE HAVE PUT IN PLACE THE NECESSARY MEASURES TO KEEP YOU SAFE. IT IS YOUR RESPONSIBILITY TO FOLLOW THESE GUIDELINES TO KEEP EVERYONE AT PRINCESS SAFE.

HOW YOU CAN MAINTAIN HYGIENE IN THE WORKPLACE



If you or any member of your household are displaying **symptoms** of Covid-19, please notify your **manager** and stay at home. If you are displaying symptoms on site, you **MUST** inform your manager and **return home** to **self-isolate**.



Ensure **work wear** is **clean** and free from possible sources of contamination.

Soiled or contaminated work wear **MUST** be **washed** in accordance with manufacturer's guidelines using regular laundry detergent.



Ensure hands are washed for a minimum of **20 seconds** prior to starting work using NHS guidelines.

Use regular sanitary soap or detergent. **Repeat** the process before and **after breaks** and also when moving workplace or **handing over tools or equipment**.



All **company vehicles, forklift trucks, manual handling equipment and communal tools** must be **wiped down before and after use** with detergent or disinfectant and hot water, focusing on all areas which are touched.

The Head of Health, Safety and Environment department is responsible for ensuring that this procedure is in line with Health, Safety and Environmental compliance obligations and aligns with the UK Government control strategy.



Ensure the appropriate **face masks*** and disposable nitrile **gloves** are worn at all times in production areas.

In addition **safety shoes, eyewear, life jackets** and **high visibility** attire are to be used as per current requirements.

*All employees, contractors and visitors **MUST** carry a mask with them at all times. Outdoors, the mask can be removed from the face at the discretion of the wearer (unless social distancing cannot be maintained, in which case the mask **MUST** be worn). When walking within all internal PYL buildings (operational areas and offices) masks are to be worn. At your workstation / place of work (operational and offices) if you are able to work with the appropriate 2m social distancing measures in place, your mask may be removed.

HOW YOU CAN MAINTAIN HYGIENE IN THE WORKPLACE



All employees and contractors are to maintain the **social distancing** requirements of a minimum of **2 metre separation**. This is a mandated requirement in accordance with HSE and UK Government advice.



Food and drink products are **prohibited** for consumption within all production working areas. There are no canteen services available but welfare areas are provided for the storage and consumption of food and drink. Social distancing must be in effect in all welfare areas and maintained on each table. Tables must be sanitised before and after each break by the user. Sanitising products are to be placed in the bins provided.



You must **avoid sharing** your work station and all associated **work equipment** including **mobile devices**.

All **work equipment** should be **cleaned** at the **start** and at the **end of each working day** using **disinfectant wipes/ disinfectant sprays** and a clean cloth. Particular attention should be given to the **mouthpiece of phones, keyboards** and **desks/chairs**.

CHANGES TO THE WORKPLACE

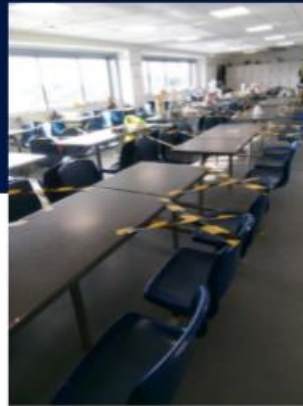
Sanitiser at clock machines



Sanitiser stations



Segregated canteen



One way walkways



Bench segregation



CHANGES TO THE WORKPLACE

**Clock machine distancing
outside doors**



Distance indicators



In-build access distancing



Group briefings



Manager's briefings



Dedicated access and egress routes

