

Covid-19 Safe Working Instructions

- Sanitise hands on entering the post room
- All personal items to be put in lockers
- One-way system to be always adhered to
- When dealing with couriers stay behind the black floor strip
- When processing, parcels to be grouped by row to facilitate the 1 metre rule and post room one-way flow
- Stay in your allocated role unless given direct instructions to do otherwise by the management team
- Mask and visor to be worn when serving student at the service desk
- Staff working on the service desk can put parcels away and mark up but must observe the 1 metre rule and one-way system
- Control the student footfall to allow only 2 students in the service area at a time
- Large items for students must be taken to the door and placed on the floor and the student instructed to stay where they are until you have closed the door
- When making hot drinks hands to be sanitised/washed first and only 1 person allowed in the kitchen area within the black strip at a time
- Hands must be sanitised/washed before taking biscuits from the tin
- All equipment must be cleaned down after use including pens, scissors, and phones using the sprays, wipes and paper roll provided
- Van allocated to 1 person. After use van to be wiped down including door handles, steering wheel, handbrake, indicators and light stalks, heating controls, pen and gear stick
- Wear a mask when doing deliveries
- Take the most direct route in buildings but observe flow guidelines in each
- Hands to be washed / sanitised regularly
- All areas to be sanitised at the end of the day including all door handles, door handles to the toilets and any equipment used
- In the event of a fire or evacuation being necessary, staff should leave as quickly as possible via the safest and most direct route observing social distancing providing this will not endanger themselves or others and exercise common sense. Muster points remain as per fire plan and when safe staff should maintain social distance as per guidance.