

## Richbell House Covid-19 Policy

This Policy determines the Safety and Hygiene measures taken in accordance with Government guidelines to minimise the risk of spreading the virus to both guests and staff.

The document outlines the necessary actions and procedures required by staff and visitors at Richbell House with immediate effect.

*Staff and visitors must not come to Richbell House if they have symptoms of coronavirus. Thermometer checks are performed upon arrival.*

Symptoms include:

- A high temperature
- A new, continuous cough
- Loss or change in sense of smell or taste

*Visitors must sign in and out when on the premises, to ensure a track and trace procedure is in place in the event of a reported COVID-19 case*

### PPE

*All cleaning staff, Anglo staff and visiting clients are provided with the following PPE in order to work and visit the centre safely*

- Disposable Gloves
- Disposable Mask
- Hand Sanitiser

*Hand sanitisers and disinfectant wipes are provided across the centre for all to use when necessary.*

## Do's & Don'ts

### *Do's*

- *Do use hand sanitisers and disinfectant wipes displayed around the building to disinfect your space and touch-points, before and after use*
- *Do sit a safe distance of 2 metres beside another person*
- *Do be alert when entering a room or hallway; check there is enough space for you to enter*
- *Do use your own cutlery and crockery and keep your belongings secure and by your side at all times*
- *Do have only one person in the lift and kitchen at a time*
- *Do wash your hands when leaving home, arriving at the centre, handling food, after blowing your nose or coughing, or after going to the toilet*

### *Don'ts*

- *Do not leave your working space and public areas without disinfecting all touch-points*
- *Do not sit opposite another person within 2 meters*
- *Do not enter a room or hallway without checking there is enough space for all to keep a 2 metre distance*
- *Do not use other's cutlery and crockery or touch their belongings*
- *Do not have more than one person in the lift and kitchen at a time*
- *Do not touch public areas without having clean hands*

It is recommended you wear PPE when travelling to and from the centre, and when in close proximity to another participant. If you have any questions or concerns whilst on-site, please raise these points with the front of house staff.

## Cleaning Procedures

The centre is continuously cleaned and disinfected every lunchtime and evening of each working day. Windows are opened when cleaning the building to encourage airflow.

### Office Space

All garbage is removed upon entry. All surface areas are cleaned with multi-surface cleaner and finished with disinfectant spray. Telephones, keyboards and mice are wiped with a disinfectant cloth. Floors are hoovered and mopped with disinfectant floor cleaner. If the ground is carpeted, the floor will be hoovered only.

### Classroom and Communal Space

All garbage is removed upon entry. All surface areas are cleaned with multi-surface cleaner and finished with disinfectant spray. All shared equipment, including interactive screens and photocopiers, are wiped with disposable disinfectant wipes. Floors are hoovered and mopped with disinfectant floor cleaner. If the ground is carpeted, the floor will be hoovered only.

### Bathroom

Toilet cleaners and disinfectant spray is used to clean seats and surrounding area. Cleaner is used to ensure toilet is free from chemicals and dry, with particular attention to toilet handles and seat/lid. Sinks, hand dryers, sanitary ware and all functional taps are cleaned using Multi-surface cleaner and finished with disinfectant spray. Floors once hoovered are mopped using a disinfectant floor cleaner.

## Kitchen

Countertops, cupboard handles, appliances and surrounding kitchen cabinets are cleaned using multi-surface cleaner and disinfected with disinfectant spray to finish. After hoovering, floors are mopped using a disinfectant floor cleaner.

## Hallways

Floors are hoovered and mopped with disinfectant floor cleaner. If the ground is carpeted, the floor will be hoovered only.

All touchpoints, such as light switches, bannisters, lift buttons and door handles, are wiped down with disposable disinfectant wipes.

Spray gun treatment is applied on a weekly basis.

Updated - 4th July 2020