

## **WBTC OFFICE HYGIENE CHARTER (JUNE 2020) – LEARNERS & VISITORS**

Covid 19 is a virus spread largely by aerosol transmission. In practice this means an infected person can transmit the virus through coughs and sneezes and hand contact with individuals and to a much lesser extent, surfaces. If you catch it the majority of people have only mild symptoms but for a very small minority it is deadly.

These simple measures you must follow in the office:

- If you believe you have the symptoms of the virus or have been in proximity of someone who has: isolate yourself with minimal contact as quickly as possible and make sure people you have been in contact with are aware. You can call for a test on NHS 119 or online: [www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus](http://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus)
- Make sure you regularly wash your hands. 20 seconds thorough washing with soap is recommended or regular use of the hand sanitisers provided.
- If you cough or sneeze use a disposable tissue if possible and dispose of safely and wash your hands.
- Keep your distance - the government recommends 2m if this is not possible make sure you do not stay under 2m for more than a few minutes. We will make adjustments in the office listed below.
- Think before touching common surfaces if you can avoid doing so. We have implemented an enhanced cleaning regime and provided cleaning wipes for communal and shared areas: use them.

### **1. The Water Cooler**

Please wash your hands before and after touching the dispenser and the cups, using the hand sanitiser. Alternatively, single use small bottles of water are available.

### **2. Work surfaces**

Please ensure we adhere to the clear desk policy, allowing cleaning to be carried out. Please wipe down desk area with antibacterial wipes at the start and at the end of each working day. No-one should use a desk other than the one allocated for that day.

### **3. Keyboards, Computer Mouse and Telephones**

Please wipe these items with antibacterial wipes at the start and at the end of each working day.

### **4. Toilets**

- Flush toilet with **closed lid** every time.
- Anti-bacterial soap and wipes are available in the toilets.
- Please use a tissue to turn off the tap.
- Extra paper towels and open bins are available disposal of waste.
- Clean door handle upon exit with antibacterial wipes.
- Setting clear use and cleaning guidance for toilets.