



Flourishing Communities,
Healthier Lives



MANAGER & STAFF BRIEFING

A Safe Return to the Workplace



Hygiene in the workplace

This briefing highlights some tips to promote good hygiene to keep yourself and everyone else safe within your working environment as part of the recovery / renewal of our services following from the Coronavirus (COVID-19) health pandemic.

As we return to the workplace, good hygiene is everyone's responsibility.

Hand hygiene is one of the most important factors in preventing the spread of the virus. As soon as you arrive at work, wash your hands for 20 seconds following guidance on posters. Throughout the day you should wash your hands regularly. Use the hand sanitiser provided throughout the building to supplement your hand washing.



Only use the designated workstation that has been allocated to you. Provision will be made for staff with specialist DSE equipment.

At the start of each day, use the cleaning products provided and a paper towel to wipe down and clean your workstation and any equipment you use (for example, keyboard, phone etc). When using Quest+ sprays available in Council buildings you should wait 5 minutes before using any equipment to ensure it is effective. Detergent wipes are available in NHS buildings for wiping down equipment.



Minimise the things you have on your desk each day and ensure any workstation you use is left tidy and free of clutter. A clear desk must be maintained when not in use.

Before you leave the building, clean your workstation and any equipment on it.





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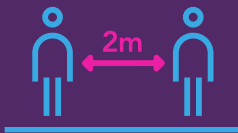
If you use any shared devices (for example, multi-functional device for printing etc.), please ensure you use a cleaning wipe on these before and after use.

When using staff kitchen facilities, please ensure that you clean any area you use. Any crockery or cutlery you use in shared kitchens should be washed using detergent.



Cough into elbows as per government advice and any used tissues should be disposed of immediately.

If possible, open windows to ensure there is good ventilation within the office.



While in the office, follow the physical distancing guidelines. Before you go into a meeting room, kitchen or toilet, check the signage on the door for advice on capacity and ensure you comply. This will assist with good hygiene in the workplace.

Each building now has an increased cleaning regime ensuring that frequently touched surfaces such as door handles, light switches, lift buttons and keypads are cleaned on a regular basis throughout the day.



<https://www.hps.scot.nhs.uk/>

Be aware of the latest hygiene advice on Health Protection Scotland website.

Remember if symptomatic, you should not come into work. If you become symptomatic at work, inform your manager and leave immediately. If possible, wear a face covering en-route and avoid public transport. See our briefing 'Guidance on Supporting Staff on Safely Returning to the Workplace' for more information on what to do if symptomatic.



It is only by us all working together and following the above that we can create a safe environment for everyone.