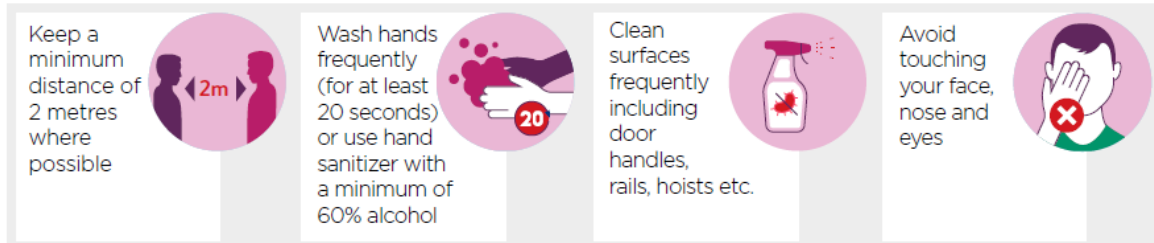


Health and Safety Toolbox Talk No: 142

Covid-19 Coronavirus advice for Concierge



This TBT should be used in conjunction with the Risk assessment RA COVID 19.4, and where applicable, the site-specific risk assessment

Any member of staff that shows symptoms of COVID 19 – high temperature, continual coughing and /or anosmia (change in taste / smell sensation) must stay at home and observe the appropriate self-isolation period for their household.

Staff must inform us if they feel they are within a ‘vulnerable or at risk’ group and an individual assessment will need to be carried out Keep your workstation clean and regularly wipe down common-used surfaces.

Wash your hands regularly and avoid touching your mouth or face. If you do, you should wash your hands again.

If it is necessary to clean an area where there has been a suspected / confirmed case of Covid-19 coronavirus, staff will need to wear disposable gloves and an apron. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus, consider using protection for the eyes, mouth and nose as well as gloves and apron. Use the relevant risk assessment and Toolbox talk where necessary. Please refer to relevant COVID 19 Risk Assessments

Where possible, remain 2m away from residents or visitors (social distancing)

In situations where a Pinnacle colleague is meeting with a customer face-to-face in an enclosed space where social distancing is not possible, or screens are not present colleagues must wear a face covering for the duration of the meeting.

A notice should be prominently displayed to residents and visitors into the block - advising about social distance and the use of face coverings.

Limit parcel deliveries where agreeable with client. If possible, suspend the holding of parcels for residents until further notice.

Any parcels received must be handled using gloves, or packages wiped down with disinfectant wipes

Shelves where storage has taken place to be cleaned as with any frequently used surface



COVID 19 update

To help contain the virus, office workers who can work effectively from home should do so over the winter. Where an employer, in consultation with their employee, judges an employee can carry out their normal duties from home they should do so.

Public-sector employees working in essential services, including education settings, should continue to go into work where necessary.

Anyone else who cannot work from home should go to their place of work.

The risk of transmission can be substantially reduced if [COVID-secure guidelines](#) are followed closely. Extra consideration should be given to those people at higher risk.

Those classed as [clinically extremely vulnerable](#) can go to work as long as the workplace is COVID-19 secure, but should carry on working from home wherever possible.

There is no limit to group size when you are meeting or gathering for work purposes, but workplaces should be set up to meet the COVID-secure guidelines.

You should continue to:

- follow social distancing rules
- travel to venues or amenities that are open, for work or to access education, but aim to reduce the number of journeys you make

Information on local COVID alert levels, including what they mean, why they are being introduced and what the different levels are, can be found at:

<https://www.gov.uk/find-coronavirus-local-restrictions>

