



Norfolk Federation of WIs Covid Secure Safe Working

The control measures may be revised as new or altered biosecurity risks require.

Anyone displaying symptoms – High Temperature, New Continuous Cough, Loss or Change to Sense of Taste or Smell must not attend the Federation Office.

Staffing

- Louise, Vanessa and Helen will work in the Office on the following days:
 - Vanessa – Monday, Tuesday and half-day Wednesday (5 hours)
 - Helen – Monday to Thursday
 - Louise – Monday to Thursday, Friday working from home
- Their hours of work will be 8.30am to 4.30pm.
- No-one is to be in the building on their own.

In the event that lockdown is reinstated, staff will work from home.

NHS Test and Trace

Because of the higher risk of transmitting COVID-19 in premises where people spend more time together in one place and potentially come into close contact with others outside their household, the contact details of all visitors will be taken to assist with Test & Trace in the event of an outbreak. This guidance does not apply to drop-off deliveries made by suppliers or contractors.

The following information will be collected:

- **Staff**
 - a contact phone number for each member of staff
 - the dates and times that staff are at work
- **Visitors**
 - their name and WI
 - contact phone number
 - date of their visit, arrival and departure time
 - the name of the member of staff who helped them

Opening to Visitors

(applicable to all members, including Board of Trustees and Sub-Committee members)

- **No-one will be admitted without a prior appointment and staff will refuse admittance if an appointment has not been made**
- Appointments will be available between 10.30am and 3.00pm
- Appointments can be made by telephoning Helen or emailing admin@norfolkwi.org.uk
- Unless it is absolutely necessary, visitors may not enter the building.

Entrances and exits

- There is a one-way system:
 - **Entry** - via the backdoor **only**. *No-one will be admitted via the front door*
 - **Exit** – via the front door
- **To deliver or collect items:**
 - Ring the door bell and stand back 2m on the designated spot
 - If delivering items leave them on the step and stand back
 - Staff will open door and collect item
 - For collections, staff will open door, leave item on step and then retreat 2m
- **If visitors have to enter they must:**
 - Wear a face covering at all times
 - Observe 2m distancing
 - Ring the door bell and stand back 2m on the designated spot
 - Have their temperature taken
 - Staff will direct visitors where to stand to have their temperature taken. If normal, they will be admitted
 - Immediately sanitise their hands at the station by the back door
 - Be directed by staff as to where/when they are to move
 - Wash their hands before proceeding further, as directed by staff
 - Sign the register, including contact number and time of arrival. A pen will not be provided.
 - When leaving, record their departure time in the register and use the sanitiser when leaving the building
 - If visitors use the lavatory they must wipe the seat and flush handle with a bleach wipe, then wash their hands before cleaning taps with a bleach tap

Ensuring social distancing

You should always:

- stay 2 metres apart (or 1 metre with risk mitigation where 2 metres is not viable)
- wash hands and clean surfaces regularly
- Observe signs and floor tape

Specifically:

- **Floor tape** will indicate 2m distancing to be observed
- **Stairs/first floor landing:** if moving in these areas, everyone is to loudly announce their presence
- **Sanitisation:** Staff will sanitise door handles, stair rail and any other items touched by the visitor on their departure
- **Kitchen:** visitors are responsible for wiping down all equipment and surfaces they touch – i.e. kettle, taps, door handles (including fridge door)
- **Crockery/Cutlery:** visitors must bring and take home their own items
- **Sanitiser:** stations will be provided at:
 - Back door
 - Staff desks
 - Back office desk
 - Photocopier room
 - Staff room
- Where “**Do Not Use**” signs are posted, these must be observed
- **Ventilation:** windows on the first floor will be opened
- **Equipment:** visitors must ask a member of staff before using any equipment. They are responsible for cleaning any equipment they use with bleach wipes after use

Cleaning

- **Frequently touched surfaces:** door handles, stair rail, photocopier, kettles – all to be cleaned after each use
- **Other surfaces:** door bell, security key pad, front door knocker, burglar alarm, fire alarm – to be cleaned after each use

- **Workstations:** staff will clean their own workstations at the end of each day
- **Telephones:** will not be shared.
- **Telephones:** to be cleaned frequently and at the end of each day by staff
- **Photocopier:** to be cleaned after each use
- **Lavatories:** must be cleaned after each use. The seat and flush handle with a bleach wipe, then wash their hands before cleaning taps with a bleach tap. Paper towels only are to be used
- **Waste Bins:** will be emptied at the end of each day, other than Tuesday and Thursday
- **Staff Room:** Kettle, fridge door, kitchen table will be wiped down using bleach wipes after every use. Staff will take home crockery/cutlery they have used. Each staff member will have separate cutlery storage
- **General Cleaning:** Scrim Jim Cleaners will sanitise clean Monday, Wednesday and Friday, early morning. They will empty the bins and sanitise frequently touched surfaces on Wednesday and Friday.

If someone has symptoms the specific instructions for cleaning after a case of COVID-19 will be followed

Handwashing

- Everyone must wash their hands frequently, for 20 seconds
- Avoid touching their face
- Catch coughs and sneezes in tissues, to be disposed in lidded bins
- If hands become dry or cracked they must report this and use hand cream
- Hands must be washed immediately after handling incoming goods, post, etc.

Handling goods and post

There may be a risk of the virus coming into the workplace through goods, merchandise or vehicles. To avoid this you must:

- Wash hands immediately after handling
- OR use gloves

- Cleaning any reusable boxes (i.e. tubs) regularly
- Staff are discouraged from arranging delivery of personal items

Meetings

- These will only be permitted if it is not possible to hold a meeting remotely. **Permission must be given by the Federation Secretary prior to a meeting taking place. The Federation Secretary will refuse admission if permission has not been sought.**
- Meetings can be held in the garden, maintaining social distancing. Again, permission from the Federation Secretary must be sought
- Social distancing measures will be put in place in the Meeting Room and Dining Room
- Items such as pens must not be shared
- Windows/French Doors must be opened for ventilation