



## Working safely during COVID-19 guidance - CViT Road Crew

This guidance is designed to help you stay safe during the COVID-19 pandemic by following some basic principles.

- Keep your distance – Where possible keep two meters away from people as a precaution. However, this is not a rule and the science is complex. The key thing is to not be too close to people for more than a short period of time, as much as you can.
- Maintain hygiene – Wash your hands regularly using soap and water, particularly after blowing your nose, sneezing or coughing. It is also advisable to wash your hands before eating / drinking and after use of common contact points used by others such as door handles. If facilities are not available to wash your hands a sanitiser can be used.
- Avoid face to face contacts – There is a higher risk of direct exposure when you have direct close face to face contact with someone. You can lower the risk if you stay side to side rather than facing someone. Therefore in double crewed vehicles always look ahead.
- Wash your uniform regularly – There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter. Therefore it is advisable to remove your uniform immediately after work and wash your uniform regularly.
- Follow site rules – Always follow the client location site specific rules on distancing etc...
- Cover your face when meeting clients – At times when meeting clients it may be difficult to ensure social distancing is maintained. As during your shift you will have contact with many clients you will be supplied with a face covering that must be worn. The type has been chosen so as to not hinder the wearing of the security helmet, it can be pulled over the helmet's chin strap when required. Also ensure your visor is fully down at all times as this will act as a face shield. The face covering is washable and it is recommended to wash regularly as with your normal uniform. Remember use of the face covering does not replace the need for social distancing.
- Reduce direct passing of items – Minimise direct contact by not handing items directly to someone; put the item down for someone else to pick up. The risk of catching the virus from a physical package that has only been physically handled for very short periods by a minimal number of staff is very low. However directly passing the item to someone will encroach on social distance.
- Take the clients name – Rather than handing the scanner to the client for signing ask for the clients name and enter that into the signature box yourself. This will prevent the scanner being held by numerous people throughout the day and will reduce risk of transmission. Ensure you have scanned all items and request the client check the paper receipt for accuracy.
- Reduce contact time – Do not dawdle and chat to clients. The less time with others the less risk of virus transmission. Keep the service professional yet speedy, but don't cut corners on procedure to speed the process along.
- Cleanse your work area – Evidence suggests that the virus can exist on high contact surfaces for up to 72 hours therefore before and after your shift cleanse common contact points such as door handles, seatbelts, control functions, security keypads etc... with usual cleaning products. Also ensure you have removed all rubbish from the vehicle after your shift.
- If you, or someone in your household, has symptoms of COVID-19 – Report these immediately and follow the self-isolation at home guidance provided by the government.