

REQUIRED AND ADVISORY STEPS FOR PREVENTION OF SPREAD OF COVID-19 AT THE UNION
GUIDELINES FOR STAFF

HOME SELF TESTING

CHECK YOUR TEMPERATURE!

We will provide a thermometer for you to check your temperature daily before travelling to work

ANY OTHER SYMPTOMS?

If you – or anyone in your bubble - have any symptoms **DO NOT COME TO WORK!**

REPORT YOUR CONDITION

Call or message **DAVID** to advise on your ability to work

GET TESTED

Call the NHS 111 (triple one)

SIGN ON TO COVID SYMPTOM TRACKER APP

STAY HOME

Self isolate until clear of symptoms

DO NOT TRAVEL IF YOU HAVE SYMPTOMS

TRAVELLING TO WORK (if well)

TRAVEL OUTSIDE OF RUSH HOUR

Unless you are specifically required otherwise your daytime working hours will be 10.30 – 6.30

WEAR A DISPOSABLE MASK

The Union will provide you with disposable masks for travelling

BRING A CHANGE OF CLEAN CLOTHES

And change out of your travelling clothes when you arrive at work

WASH YOUR HANDS AND SANITISE ON ARRIVAL

Sanitizer is available in reception and in the staff changing room

ARRIVAL AT WORK

DISPOSE OF YOUR TRAVEL MASK

There will be a bin at the front door. Call David or Peter before entering the building

WEAR YOUR WASHABLE MASK

The Union will provide you with 2 washable masks. It is your responsibility to wash these at home and to bring a clean mask to work

LET THE UNION TAKE YOUR TEMPERATURE

As soon as you arrive at work (or shortly afterwards if cycling)

REPORT ANY SYMPTOMS

Do not enter the building if you suspect you have symptoms

CHANGE YOUR CLOTHES

Put on clean work clothes

DURING WORK

MAINTAIN 2M DISTANCING WHEREVER POSSIBLE

Work your section

WEAR YOUR MASK

At all times

WASH YOUR HANDS AND SANITISE

Do this every 20 minutes

CLEAN & SANITISE ALL SURFACES

Do this constantly

USE THE GFB MEMBER HOLDING AREA

Avoid bottlenecks

ADVISE MEMBERS to KEEP COATS AND BAGS

SHOW MEMBERS the SANITIZER POINTS

DURING WORK

ADVISE MEMBER THAT TABLES ARE NUMBERED

So they can find it themselves

ADVISE MEMBER ON ON-LINE MENU

Take orders from 2m

ADVISE MEMBER ON ONE USE PAPER MENUS

Take orders from 2m

ASK MEMBER TO PAY AT THE BAR

Sanitize the PDQ after use

ADVISE THE MEMBERS ON THE ALTERNATIVE EXIT

Through the Studio

CLEAN AND SANITIZE!

Use the spray bottles provided all day long

WASH YOUR HANDS & SANITISE