

1. BEFORE STARTING WORK

DO




- ✓ Before setting off, check whether anyone in the house is self-isolating
- ✓ Explain to your customer how you plan to work safely

- ✓ If discussing works face-to-face, keep 2 m distance and do this outside if possible
- ✓ Go through the Government **"Staying COVID-19 Secure in 2020"** checklist



DON'T

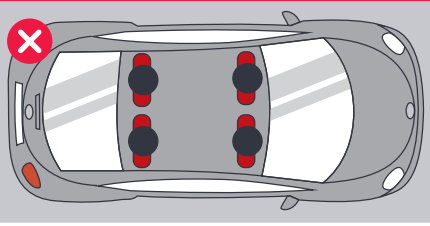

✗ DON'T start work if someone is self-isolating

2. PLANNING YOUR JOURNEY

DO

- ✓ Avoid public transport if possible
- ✓ Check if there is enough parking for multiple vehicles
- ✓ Ensure, you and your team clean hands with hand sanitiser before getting into any vehicle
- ✓ Make sure that, if workers are sharing a vehicle for more than one journey, then these are with the same person
- ✓ Open the windows when travelling
- ✓ Make sure you and your team wash your hands for 20 seconds with hand sanitiser before exiting your vehicle



DON'T

✗ DON'T use public transport unless absolutely necessary

3. TOILET FACILITIES

DO





- ✓ Agree a suitable and safe process with the customer, if using their toilet
- ✓ Provide your own soap and towels

- ✓ Consider whether you need a portable toilet. If so:
 - Check you have permission to place it on site
 - Make sure your portable toilet is cleaned and emptied regularly

- ✓ Ensure you can adequately wash or sanitise your hands before and after using the toilet
- ✓ Check whether you need to provide rubbish bins for hand towels and sanitiser bottles



DON'T

✗ DON'T assume you can use the toilet facilities at the location. Ask!

4. LUNCH AND TEA BREAKS

✓
DO





- ✓ Prepare by taking your own food and drink to work
- ✓ Eat in the open air if the weather allows it
- ✓ Clean hands before and after eating
- ✓ Clear all surfaces and controls that have been touched, if eating in vehicle, before leaving
- ✓ Clear away food waste and take it home with you

✗
DON'T

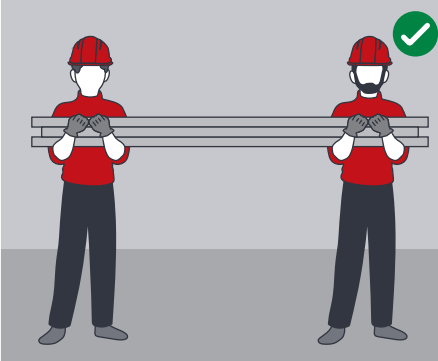

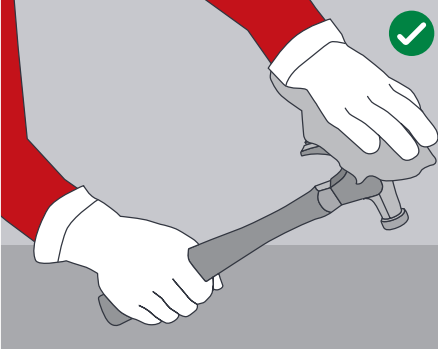



- ✗ **DON'T** use local shops unless you must
- ✗ **DON'T** take breaks inside the house
- ✗ **DON'T** put food waste in skips

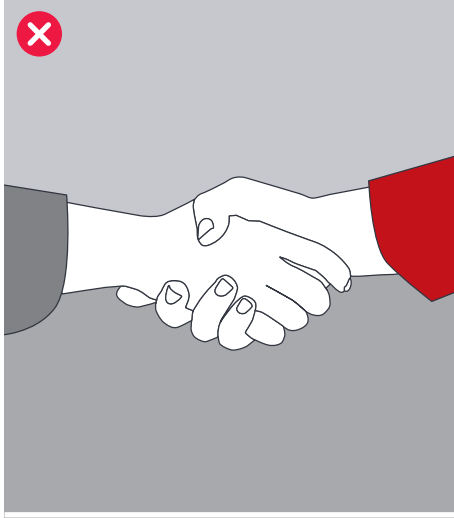
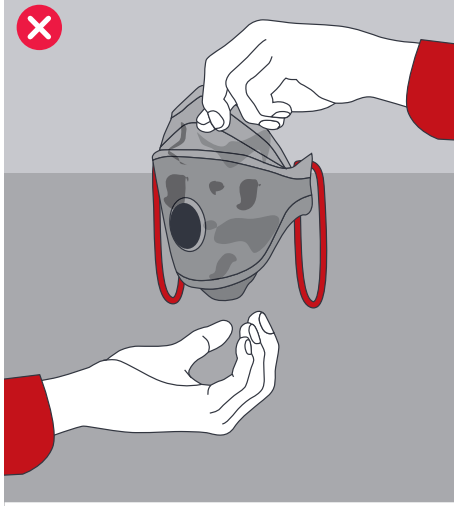
5. DURING THE WORKING DAY

✓
DO

- ✓ Ensure all workers maintain two metres distance as much as you can
- ✓ Re-arrange jobs to enable them to be done by one person at a time, if possible
- ✓ Minimise the frequency and time workers are within two metre of each other and ensure correct PPE is used, if this is not possible then rearrange tasks
- ✓ Encourage workers to work side by side, or face away from each other, rather than face-to-face
- ✓ Reduce the number of workers involved
- ✓ Avoid skin-to-skin and face-to-face contact
- ✓ Clean common touch points (*tools, equipment, materials, scaffolding, and ladders etc*) regularly
- ✓ Ensure there is enough ventilation when working in lofts
- ✓ Use a gin wheel pulley or electric hoist to avoid workers coming into contact
- ✓ Encourage workers to regularly wash or sanitise their hands before or after using equipment
- ✓ Review how workers and materials get to site. Think about whether you need an internal stair, or whether you need to agree a suitable safe process with your customer
- ✓ Clean all PPE thoroughly after use

✗
DON'T

- ✗ **DON'T** share PPE between workers