1. BEFORE STARTING WORK

- 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

2. PLANNING YOUR JOURNEY

- 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 use public transport unless absolutely necessary

3. TOILET FACILITIES

- 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 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
- **DO** Eat in the open air if the weather allows it
- **DO** Clean hands before and after eating
- **DO** Clear all surfaces and controls that have been touched, if eating in vehicle, before leaving
- **DO** Clear away food waste and take it home with you

- **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
- **DO** Re-arrange jobs to enable them to be done by one person at a time, if possible
- **DO** 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
- **DO** Encourage workers to work side by side, or face away from each other, rather than face-to-face
- **DO** Reduce the number of workers involved
- **DO** Avoid skin-to-skin and face-to-face contact
- **DO** Clean common touch points (tools, equipment, materials, scaffolding, and ladders etc) regularly
- **DO** Ensure there is enough ventilation when working in lofts
- **DO** Use a gin wheel pully or electric hoist to avoid workers coming into contact
- **DO** Encourage workers to regularly wash or sanitise their hands before or after using equipment
- **DO** 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
- **DO** Clean all PPE thoroughly after use

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