



# *creative* play

**COVID-19**

**Instructions to  
Employees & Visitors**



## **Creative Play COVID-19 Protocol:**

Please read and follow the guidelines below, if anything doesn't make sense, or you need any clarification, please don't hesitate to ask your line manager or a Director. These procedures have been put in place to try and minimise the risk of infection, as and when Government guidance changes or is updated we will review and update as required.

The Government advice remains as before, maintain physical distancing (where possible), catch it, bin it, kill it etc. and self-isolate if you feel unwell, however this is subject to change.

### **Office, General:**

- All personal effects should be kept in the provided lockers, including: mobile phones, bags etc. this is to minimise the chance our infection being brought in from off site.
- Minimise any time off-site during the day, where possible, please bring in your own lunch and do not leave the premises at lunchtime (a short walk is acceptable), lunch to be eaten at the desk, the idea is to minimise visits to places where people could pick up infection and bring back into the office (Supermarket etc.).
- Please sign in and out every time you enter and leave the business (including break times) and record where you have been in the signing in book, inside the main entrance.
- Line Managers will carry out daily tool box talks each morning to cover and reiterate current the government guidelines, physical distancing, catch it/bin it/kill it etc., as well as the requirement to wipe down your own workspace twice per day etc.
- We will maintain working from home where possible and for as long as we are advised to do so.
- Hand Sanitizer dispensers at entry and exit points, office, factory etc. please use these as you enter and leave the building.

### **Corridor:**

- The corridor is now one way, entry through main door, leave through fire door.
- Please observe the arrows and 2m marking on floor using tape.
- Contact points – light switches, door handles, banisters – will be wiped down twice daily, this will be recorded in the cleaning log.

### **Toilets:**

- Ladies toilets are now limited to maximum two people at one time with the middle toilet being put out of use, please maintain social distance and use the sanitizer spray (wipes or bottle and cloth) for taps etc.
- Gents – Max 1 person at a time, one toilet has been put out of use, please and use the sanitizer spray (wipes or bottle and cloth) for taps etc.

## Kitchen:

- The kitchen is now limited to maximum one person at a time. Please use the Sanitizer spray (wipes or bottle and cloth) for taps and contact points following use.
- Please also only make a cup of tea/coffee for yourself, not multiple people.
- Please do not queue outside of the kitchen, if someone is using it come back later.

## Stairs:

- Obviously they can not be made one way, please stick to left side on the way up, left on the way down, mark with tape and signage. The banister will be sanitized twice daily.

## Server/Printer Room:

- One person to use at a time maximum, please use sanitizer spray/wipe for printers and contact points.

## Offices:

- Always maintain 2m physical distance, where possible.
- Desks will be rearranged so people are not facing each other (where possible).
- Screens will be put in situ between desks.
- We may look to stagger start and finish times, to minimise congestion and contact etc.

## Production:

- Designate set production areas/workstations, with staff staying in these.
- Use "own" tools do not share tools.
- If tools need to be shares (for whatever reason) please sanitize before and after use.
- Please Sanitize workstation and tools twice a day.
- Always maintain 2m physical distance.
- Where it is not possible to maintain physical distance of 2m use PPE (face shields/gloves) and keep under 15 minutes duration.
- We will stagger break times.
- Please minimise any time off site – (bring in lunch etc.) and sign in/out whenever you enter or leave the premises and record where you have been in the signing in book.
- Clean up own area at the end of shift.
- You will be provided with gloves, a face shield and hand sanitizer, please use these when needed.

## Yard Space:

- Always maintain physical distance of 2m, where possible.
- Where it is not possible to maintain physical distance of 2m please use PPE (face shields/gloves) and keep under a duration of 15 minutes.

## Deliveries:

- All delivery drivers to remain outside the yard, call the office & someone will come to meet them.
- Where possible driver to remain in cab.
- Always maintain physical distance of 2m where possible.
- Where it is not possible to maintain physical distance of 2m please use PPE (face shields/gloves) and keep under 15 minutes duration.

## Portacabin – Parts:

- Max 1 person at any one time, sign on door.
- Collection/delivery – wait at door (door to remain open).
- Always maintain physical distance of 2m where possible.

## Travel to site:

- We will have a maximum of one person per vehicle.
- Please sanitize contact points (steering wheel, gear stick, door handles etc) before and after each journey, there will be sanitizer wipes in van.
- Keep windows open slightly, maintain air flow.
- Always face forward.
- We will not mix teams and always keep team members together.
- Do not congregate anywhere within the premises or outside.
- Fill out & return Contact Tracing form to [Claire.Garrett@creativeplayuk.com](mailto:Claire.Garrett@creativeplayuk.com) at the end of each week.

## Site Work:

- Always maintain physical distance of 2m where possible.
- Where it is not possible to maintain physical distance of 2m please use PPE (face shields/gloves) and keep under 15 minutes duration.
- Follow all site-specific rules.
- Wash hands, use soap and water or hand sanitizer – at regular intervals during the day and on exiting/entering the van.
- Keep to own tools.
- You will be provided with gloves, a face shield and hand sanitizer, please use these when needed.
- Fill out & return Contact Tracing form to [Claire.Garrett@creativeplayuk.com](mailto:Claire.Garrett@creativeplayuk.com) at the end of each week.

## Site Visits:

- Always maintain physical distance of 2m where possible.
- Where it is not possible to maintain physical distance of 2m please use PPE (face shields/gloves) and keep under 15 minutes duration.
- Follow all site-specific rules.
- Wash hands, use soap and water or hand sanitizer – at regular intervals during the day and on exiting/entering the vehicle.
- Fill out & return Contact Tracing form to [Claire.Garrett@creativeplayuk.com](mailto:Claire.Garrett@creativeplayuk.com) at the end of each week.

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## ● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Creative Play (UK) Ltd Date 18/05/2020

Who to contact: James Harris Tel: 01244 375627  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)