



		<p>area to comply with the 2-metre gap including kitchen / lunch area and smoking area.</p> <ul style="list-style-type: none"> <li>• Creating a one-way system within the office space.</li> <li>• Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</li> <li>• Redesigning workstations to ensure social distancing in place.</li> <li>• Conference calls to be used instead of face to face meetings.</li> </ul> <p><b><u>PPE Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Nitrile gloves and face masks will be available to all staff should they wish to use them.</li> </ul> <p><b><u>Symptoms of Covid-19</u></b></p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</li> <li>• Line managers will maintain regular contact with staff members during this time.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff members will be spaced out according to the government guidelines.</li> </ul> <p>Staff to be reminded that wearing of gloves / is not a substitute for good hand washing.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>NMW / AGREEMENT WITH LINE MANAGERS</p> <p>LINE MANAGERS</p> <p>LINE MANAGERS</p>	
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