



Workplace Protocols

OHI Employees

Social Distancing

- Stay 2 metres apart (or 1 metre with risk mitigation where 2 metres is not viable)
- Wash hands and clean surfaces more regularly

Face Covering

Face covering must be worn at all times except when alone in a private office or personal vehicle. Face coverings must cover both nose and mouth, and they are not a substitute for – but rather something that is done in addition to – maintaining appropriate physical distance.

Hand Washing / Hygiene

All personnel must practice good hygiene by frequently washing your hands with soap and water for 20 seconds or longer (at least hourly and between appointments)

Hand sanitizer is available, when possible, use soap and water instead of hand sanitizer.

Avoid touching your face and hair. If you need to cough or sneeze, please do so only into your elbow.

Cleaning

To minimise the risk of the virus spreading you should:

- clean the site before you reopen
- clean work areas, surfaces and equipment frequently between use with your usual cleaning products
- clean busy areas more often and more thoroughly
- restrict the use of items that are touched often
- provide more bins and empty them more often
- clear workspaces and remove waste and belongings from the area at the end of a shift
- use different face mask and gloves for each client

Protecting all personnel on site

You should:

- work out the maximum number of customers that can reasonably follow social distancing guidelines (where they can stay 2 metres apart from other customers or 1 metre with risk mitigation where 2 metres is not viable)
- inform customers and visitors of guidance about visiting the premises before they arrive (for example, by providing information on your website, booking forms, or over the phone)
- use signs and provide clear information to your customers and visitors when they arrive
- encourage customers to use hand sanitiser or handwashing facilities when they enter the premises
- encourage clients to arrive at their appointment time and not too early or late to avoid congestion
- ask clients screening questions before their appointment for close contact services (if they have a new continuous cough, a high temperature, or loss of smell or taste they should reschedule their appointment)
- Take personal temperature of each employee upon arrival if over 37.5 advise to consult GP prior to being seen.

Keeping employees safe when they travel for work

You should:

- only travel for essential work
- have fixed groups of people travelling so that any contact happens between the same people
- clean company vehicles between shifts
- make sure accommodation meets social distancing guidelines
- keep a log of who is staying where

Handwashing, toilets,

You should:

- use signs and posters with instructions for employees to wash their hands for 20 seconds as often as possible, to avoid touching their faces and to catch coughs and sneezes in tissues

- remind employees regularly to wash their hands, especially if they handle goods and merchandise
- provide hand sanitiser throughout the site and in washrooms
- provide handwashing facilities or hand sanitiser where people handle goods and merchandise
- make sure toilets are kept clean at all times
- provide paper towels or electric dryers

CLIENTS

- Ensure questionnaires are completed prior to appointment
- Employee to bring urine specimen in container provided(if applicable excluding Drug & Alcohol)
- Ensure hands washed before entering mobile unit
- Wear masks or face coverings where possible
- At all times try and avoid coughing/sneezing/shouting and breathing heavily towards all staff/others.
- Sit in appropriate space utilising protective screens
- Sanitise hands at the end of each session.
- Any person to be considered to having signs/symptoms would be referred to their respective GP for advice on further management.