



## COVID-19 What you need now to **Work Safely**

It's crucial that you do everything you can to operate your business safely during this challenging time. Here at Seton, we want to keep everyone in your workplace safe. As global health & safety experts, it's what we do best.

Whatever industry you work in, if you are unsure of the main products that you need to protect your staff and customers, then you're in the right place. Our handy checklist makes it easy for you to work out exactly what you require.

### Print Out This Checklist So That You Are Reminded of What You Need

#### Parking

UK Government advice has highlighted a need for employees to change how they get to work. With social distancing guidelines reducing the ability of public transport to cope with mass transit, staff are being asked to walk, cycle or drive to work. Are your current parking arrangements suitable?

✓ **Product Checklist:**

- Line Marking Equipment
- Car Parking Signage
- Traffic Cones

#### Reception

When staff arrive, even with staggered start times, your reception area is likely to be busy. However, there are ways in which you can encourage social distancing and maintain hygiene standards.

✓ **Product Checklist:**

- Hands-free Sanitiser
- Infection Control Signage
- Floor Signs
- Barriers/Tape
- No-touch Thermometers

#### Open Plan Offices

It is critical that your staff are reminded that the familiar office environment is a shared space and that they have an increased risk profile. The following products will help to encourage them to follow the rules.

✓ **Product Checklist:**

- Social Distancing Signage
- Floor Markers
- Infection Control Signage (displaying symptoms to look out for)
- Barrier Tape
- Perspex Dividers for Desks
- Face Shields and/or Masks
- Hands-free Sanitiser

#### Communal Areas

Staff sharing communal areas, especially in a less formal social work setting such as kitchens, are likely to drop their guard, whilst doors to these communal areas are likely to be touched frequently.

✓ **Product Checklist:**

- Door Wedge
- 'Dorgard' Fire Door Retainer
- Floor Stencils

#### Toilets

The design of most workplace toilets mean that a lot of businesses will need to restrict use to one employee at a time. Maintaining a 2m gap with staff already using the facilities is unlikely to be possible unless the washroom is especially large. Signage explaining the restriction and a sliding occupied/free sign by the door would assist with this arrangement.

✓ **Product Checklist:**

- Hands-free Sanitiser
- Hands-free Bins
- Hands-free Hand Wash
- Hands-free Paper Towel Dispenser
- Social Distancing Awareness Signs
- Floor Signs

#### Kitchens

With communal appliances such as kettles, refrigerators and microwaves, combined with what is likely to be restricted space, it is unlikely that social distancing rules will allow safe use of work kitchens. Therefore you will need to have the right products to keep your staff safe.

✓ **Product Checklist:**

- Infection Control Signs
- Control Tape
- Surface Cleaner
- Disposable Gloves
- Contaminated Waste Bins

#### Meeting rooms

As social distancing is crucial to avoid the spread of Coronavirus, meetings whereby staff cannot be spaced with a 2 metre distance between them should not take place. However, large rooms with a small number of people that can abide with the social distancing rules can go ahead. The following products will help to remind your staff of the correct procedures surrounding meetings.

✓ **Product Checklist:**

- Coronavirus Wall Signs
- Door Wedge
- 'Dorgard' Fire Door Retainer
- Floor Signs

#### Warehouses

Although warehouses are often large spaces, it is still important that staff are vigilant about social distancing and don't become complacent. The following products will help to protect your staff from what is potentially a hazardous environment anyway.

✓ **Product Checklist:**

- Face Shields and/or Masks
- Floor Marking Tapes and Markers

#### Customer Facing Businesses/General Public

Retail businesses, public buildings and mass transport systems also need to consider management of large numbers of people. Managing social distancing rules and good hygiene practices is of vital importance in these environments, but will also be challenging. Having the right products in place will make it a lot easier for your staff to encourage the public to adhere to these rules, making it a happier and healthier place for everyone.

✓ **Product Checklist:**

- Queue Management Systems such as Cones and Barriers
- Social Distance Floor Tape and Markers
- COVID-19 Awareness Posters
- Respiratory Masks
- Face Shields and Eye Protection
- Disposable Coveralls
- First Aid Kits