

# LIFE in isolation

## Covid-19 guidance

Here are a few tips to help you maintain positive mental health while in isolation and working from home.



### Fresh air

Get fresh air in your garden, on your balcony or by opening windows. Only leave home for essential shopping, medical needs or for exercise once a day.



### Routine

Get up and go to bed at the same time to maintain your positive mental attitude.



### Enquire

Check in with friends, family, colleagues and neighbours using available technology. Check up on the elderly but avoid face to face contact.



### Symptoms

A new continuous cough and/or a high temperature?  
Self-isolate at home and use the [111.nhs.uk](https://111.nhs.uk) help service.



### Health assured

If you find it difficult to balance the pressures of work and your home life, speak to your line manager.

# Logistics & Warehousing PPE



## Social Distancing

You are to follow strict social distancing of at least 2 metres at all times whilst on site.



## Safety Gloves

Safety gloves must be worn at all times.



## Breaks and Toilets

You must wash your hands before and after any break or visit to the toilets.



## Shared Equipment

All shared equipment, such as hand held scanners, computer keyboards and FLT controls must be sanitised before and after use.

**If you have any concerns please contact your supervisor or a manager.**

# Rolling Line Assembly PPE



## Social Distancing

You are to follow strict social distancing of at least 2 metres at all times whilst on site.



## Shared Equipment

All shared equipment, such as computer keyboards and control panels must be sanitised before and after use.



## Safety Gloves

Safety gloves must be worn at all times.



## PPE

A full face visor, or safety glasses and a FFP2 face mask must be worn at all times.



## Breaks and Toilets

You must wash your hands before and after any break or visit to the toilets.



## Floor Stickers

You must observe the floor stickers for standing and social distancing.

**If you have any concerns please contact your supervisor or a manager.**

# Paint Line Production PPE



## Social Distancing

You are to follow strict social distancing of at least 2 metres at all times whilst on site.



## Shared Equipment

All shared equipment, such as computer keyboards, control panels, drills and punches must be sanitised before and after use.



## Safety Gloves

Safety gloves must be worn at all times (or latex gloves for drilling/punching).



## PPE

A full face visor, or safety glasses and a FFP2 face mask must be worn at all times.



## Breaks and Toilets

You must wash your hands before and after any break or visit to the toilets.



## Floor Stickers

You must observe the floor stickers for standing and social distancing.

**If you have any concerns please contact your supervisor or a manager.**

# Entry/Exit to the building



## Car Sharing

All employees are reminded that car sharing should not take place unless with another member of your household.



## Wash Hands

You must immediately wash your hands for more than 20 seconds using warm water and soap.



## Entry

All employees are to enter via the main Reception.



## PPE

It is mandatory that you wear the required PPE at all times.



## Disclosure

You will be requested to sign a disclosure confirming you do not have a continuous dry cough or temperature above 37.8 Degrees C.



## Breaks and Toilets

You must wash your hands before and after any break or visit to the toilets.



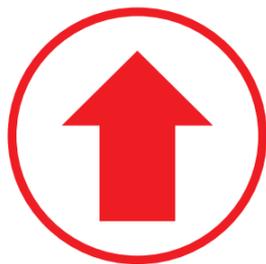
## Social Distance

You are to follow strict social distancing of at least 2 metres at all times whilst on site.



## Wash Hands on Exit

Before leaving the building you must again wash your hands.



## One Way

Upon entering the building you must follow the One Way route.



## Exiting

When leaving the building you must follow the One Way Route and exit via the main Reception.