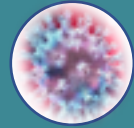


PPE GUIDELINES FOR LIBERTAS STAFF

14 April 2020



FOR EVERYONE

- Please remember, your best protection is still regular and frequent hand washing
- Sanitiser is a second-best alternative, when you can't wash your hands
- PPE must be used carefully, especially face and head PPE
 - Don't pull your mask on and off, or up and down, to e.g. speak
 - Don't don or doff, or adjust, your eye protection or mask unnecessarily. If you use it, don according to procedure, carry out your activity, and doff afterwards
 - Don't adjust your mask or eye protection with gloved hands.

OFFICE VISITS

If you go to an office for a quick visit (for example picking up kit)

Office staff will ask you to wait outside. PPE or other items will be brought to you, or the person you need to talk to will come and see you.

If you need to use office facilities (Team Leaders, QOs, Coordinators)

You will be given a dedicated space and equipment with which to work.

OFFICE STAFF

All office work and workstations have been re-distributed wherever possible to achieve distancing

- Do wash your hands, and use hand sanitiser regularly and frequently. Of you don't have sanitiser – ask.
- Keep an appropriate distance (2m where possible)
- Use communal facilities (kitchens, toilets, hallways) one at a time.
- Please don't sit at other peoples desks or workstations
- Don't perch on someone's desk to talk to someone else
- Don't use other people's equipment unless it is absolutely unavoidable. If you do, please wipe the equipment down thoroughly with a suitable spray, disinfectant or alcohol wipe.
- Wipe your own equipment down frequently, including your MOBILE PHONE
- Don't extend conversation for the sake of it. Remember your distance, and think about other people who may need to get by, or may need talk to you or your associate.
- If you feel unwell, don't wait. Talk to your Manager or Supervisor, and go home. It may be nothing, in which case we will see you tomorrow.
- Use PPE if you wish. Please be careful and conservative.