

COVID-19 Infection Control Signs and Health & Safety Sign Packages



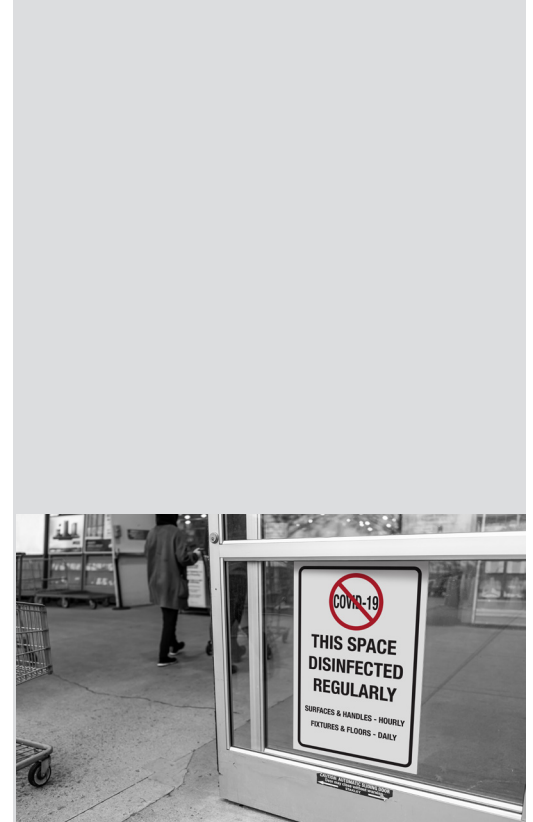
FASTSIGNS
More than fast. More than signs.®

Protect your employees, customers and your business

Signs and Visual Graphics are an important part of germ prevention awareness and education. They communicate the importance of hand washing and cleaning procedures as well as traffic flow and directions to make your business run smoothly and efficiently. From building access signs to safety and social distancing cues FASTSIGNS has the solutions to keep your business going.

As businesses and organisations are reopening, it is important to incorporate custom signs and visual graphics that strike a balance between consistent branding and function. Don't be stuck with one size fits all COVID-19 compliant signage that disrupts your aesthetic. Make sure your essential signage extends the look and feel of your brand. FASTSIGNS® can develop a graphics package based on your business needs PLUS integrate your logo and company colours so you can stay on brand. Take advantage of this opportunity to stand out and build confidence with your customers.

Need money to fund your project?
Ask us about FASTSIGNS® Credit funded by Admiral Leasing.



Infection Control

STOP THE SPREAD OF GERMS

IF YOU ARE INFECTED

For more information: <http://bit.ly/COVID19-UK>

YOUR LOGO HERE

GO, GO, WASH YOUR HANDS
YOU GOTTA KEEP 'EM CLEAN
MERRILY MERRILY, MERRILY, MERRILY
THE CORONAVIRUS IS MAINSTREAM.

stop the spread of germs

Wash your hands often with soap and water for at least 20 seconds.

For more information: <http://bit.ly/COVID19-UK>

PREVENT THE SPREAD OF GERMS

- 1 Avoid close contact with people who are sick.
- 2 Avoid touching your eyes, nose, and mouth.
- 3 Stay home when you are sick.
- 4 Cover your cough or sneeze with a tissue, then throw the tissue in the bin.
- 5 Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- 6 Follow Public Health England's recommendations for using a facemask.
- 7 Wash your hands often with soap and water for at least 20 seconds.
- 8 If soap and water are not available, use an alcohol-based sanitizer solution.

For more information: <http://bit.ly/COVID19-UK>

YOUR LOGO HERE



FASTSIGNS
More than fast. More than signs.

JOIN THE COVID-19™

RESISTANCE
WASH YOUR HANDS

CORONAVIRUS 2019-nCoV

SYMPTOMS

- FEVER
- COUGH
- SHORTNESS OF BREATH

HOW IT SPREADS

- WASH - HANDS - PEOPLE
- SYMPTOMS MAY START UP TO 14 DAYS LATER
- FEELING - NOT NECESSARY

PREVENTION

- WASH HANDS WITH WATER AND SOAP/ANTISEPTIC AT LEAST 20 SECONDS
- AVOID CONTACT WITH SICK PEOPLE
- DON'T TOUCH YOUR EYES, NOSE OR MOUTH WITH UNWASHED HANDS
- DON'T EAT RAW FOOD. THOROUGHLY COOK MEAT AND EGGS
- AVOID CONTACT WITH ANIMALS AND ANIMAL PRODUCTS

IF YOU ARE INFECTED

- STAY AT HOME
- AVOID CONTACT WITH OTHERS
- COVER YOUR NOSE AND MOUTH WHEN SNEEZING
- KEEP OBJECTS AND SURFACES CLEAN
- WEAR A SURGICAL MASK

TRAVEL ADVICE

- AVOID TRAVEL TO AFFECTED AREAS UNLESS NECESSARY
- WASH YOUR HANDS
- SEEK ADVICE FROM YOUR HEALTHCARE PROVIDER
- DO NOT TRAVEL IF YOU HAVE FEVER AND COUGH
- IF YOU DO GO, WEAR A SURGICAL MASK AND AVOID CLOSE CONTACT

For more information: <http://bit.ly/COVID19-UK>

YOUR LOGO HERE

GP3-AU
www.fastsigns.co.uk/COVID-19

GP3-BU

GP3-BU

GP3-CU

GP3-FU

Building Access Signs

OPEN BY APPOINTMENT ONLY

To better protect both our customers and our staff, our showroom is open by appointment only.

PLEASE CALL OR TEXT FOR AN APPOINTMENT:

01785 253 140

BA4-A

LIMITED SHOWROOM HOURS


MON-WED
9:00AM - 5:00PM

LOGO HERE

Showroom hours may be limited temporarily due to requests for non-essential business closures to help reduce the spread of the virus.

BA4-B

ONLINE PATIENT CHECK-IN AVAILABLE



Use your smartphone to scan and download our app

QR CODE HERE

Download our app and avoid the lines. Check-in from the comfort of home.

BA4-C

LIMITED ENTRY

IN RESPONSE TO COVID-19
PLEASE WAIT OUTSIDE
A STORE ASSOCIATE WILL GRANT ENTRANCE ONE AT A TIME

PLEASE RESPECT SOCIAL DISTANCE OF 2 METRES OR MORE

PLEASE HELP US KEEP OUR COMMUNITY HEALTHY

Thank you!

LOGO HERE

BA4-D



Do you feel sick?



If you are sick or have been sick within the last 24 hours, please **DO NOT ENTER**.

Please call, click or text us to arrange for a personal consultation:
01785 253 140
000@website.com

YOUR LOGO HERE

BA4-E

Lash groups to 10 people or less. Groups should remain at least 2 metres apart.



HELP STOP
the spread of COVID-19

If you're ill, turn around.

ATTENTION CUSTOMERS

BA4-F

OPEN BY APPOINTMENT ONLY

To better protect both our customers and our staff, our showroom is open for business by appointment only.

PLEASE CONTACT US FOR AN APPOINTMENT:

FASTSIGNS

BA4-G

STOP

CORONAVIRUS INFORMATION

In response to the recent outbreak of the Coronavirus (COVID-19) we ask all visitors to self-screen before entering the building, to help lessen the spread of the virus.

Do not enter if:

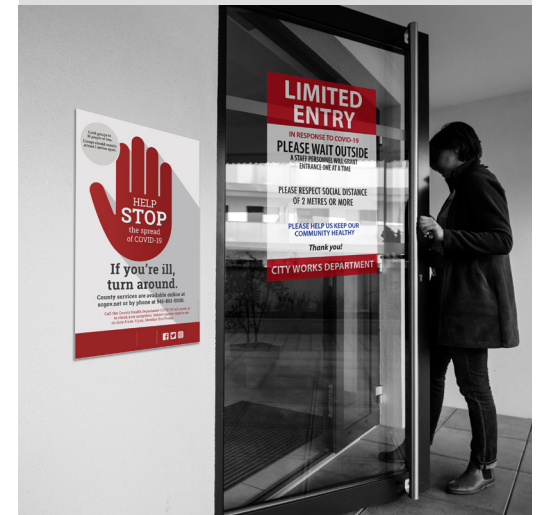
- You have signs of a fever or a high temperature (above 38 C)
- You have a persistent cough or respiratory problems
- You have had contact with any possible source of the virus

If you have met any of the above criteria please return home and contact NHS 111 for advice.

If you are safe to enter please do so and follow the guidelines below:

- Wash your hands regularly and thoroughly with soap and water or alcohol based hand sanitiser.
- Avoid touching your face with your hands
- If you need to cough or sneeze, use a tissue and bin after use
- Where possible avoid contact with vulnerable individuals such as the elderly and those with underlying health conditions

BA4-H



OPEN

DRIVE THROUGH & TAKE AWAY ONLY

BA4-I

COMPANY NAME

DOOR SECURED

PLEASE USE: MAIN ENTRY

COMPANY NAME

BA4-J

YOUR LOGO HERE

DRIVE THROUGH OPEN

BA4-K

Banners



B5-A

Banner 36" x120"



B5-B

Banner 36" x120"



B5-C

Banner 36" x120"



B5-DU

Banner 36" x120"



B5-E

Banner 36" x120"



B5-F

Banner 36" x120"



B5-G

Banner 24" x 48"



B5-H

Banner 24" x 48"



B5-I

Banner 24" x 48"



Banner Stands



BS6-A



FD6-A



BS6-B



FD6-B



FD6-C



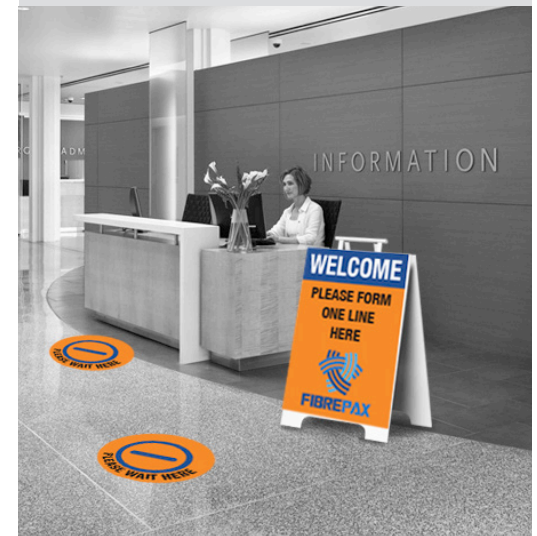
BS6-C



FD6-D



FD6-E



Social Distancing



SD7-A



SD7-B



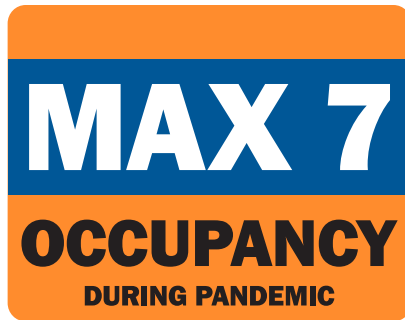
SD7-CU



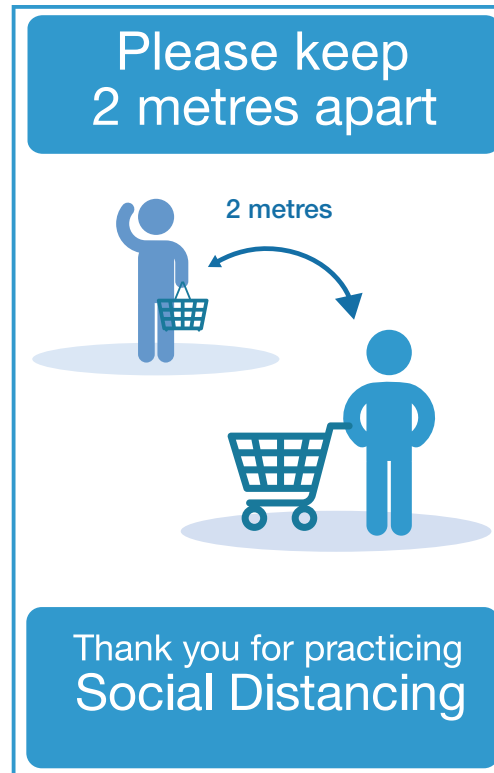
SD7-D



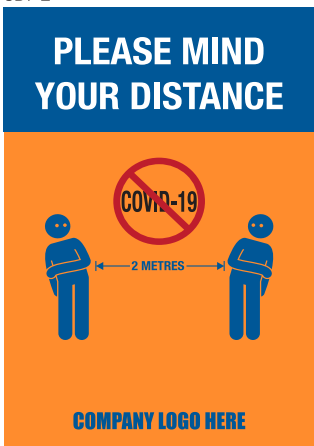
SD7-E



SD7-F



SD7-I



SD7-G



SD7-H



Kerbside Service



CS8-AU Banner 24" x 48"



CS8-BU



CS8-CU



CS8-DU

A-Frame Inserts 24" x 36"



CS8-EU



CS8-FU

Yard Signs



CS8-G



CS8-HU



CS8-IU

12' Feather Flags



Break Room/Bathroom

Wash Your Hands

Wet hands

Apply soap

Wash for 20 seconds

Rinse well

Dry hands

Turn off tap with towel

BR9-A

PLEASE WASH YOUR HANDS

Wet
your hands with clean, running water, turn off tap, and apply soap.

Lather
your hands by rubbing them together with soap. Lather the backs of your hands, between your fingers, and under your nails.

Scrub
your hands for at least 20 seconds.

Rinse
your hands with clean, running water.

Dry
your hands with a clean towel or air dry them.

COMPANY LOGO HERE

BR9-B

SANITATION STATION

Please wipe down handles and horizontal surfaces to prevent the spread of germs

COMPANY LOGO HERE

BR9-C

AVOID PERSONAL CONTACT

BR9-D

THIS SPACE DISINFECTED REGULARLY

SURFACES & HANDLES - HOURLY
FIXTURES & FLOORS - DAILY

BR9-E

CLEANING SCHEDULE

HANDLES _____

SURFACES _____

FIXTURES _____

FLOORS _____

GERM PREVENTION PROCESS

BR9-F

DISINFECTED ZONE

BR9-G

DISINFECTED AREA

BR9-H

DISINFECTED AREA

BR9-I



Floor Stickers



FD10-A



FD10-B



FD10-C



FD10-D



FD10-E



FD10-F



FD10-G



FD10-H



FD10-I



FD10-J



FD10-K



FD10-L



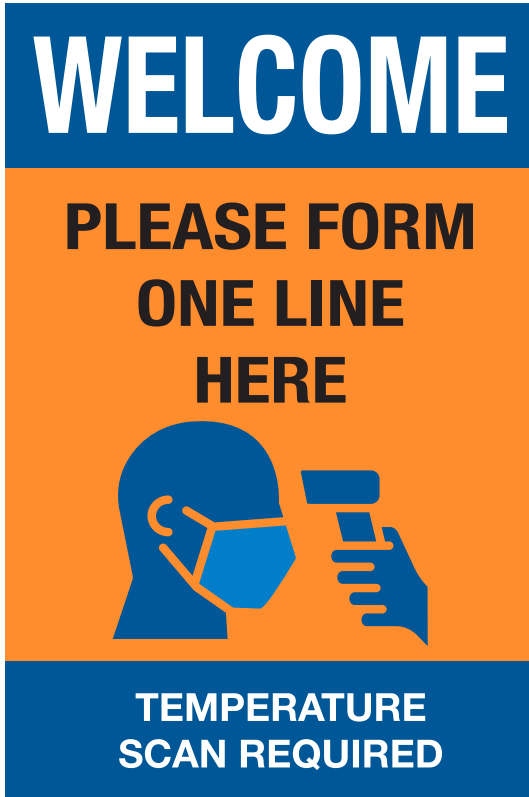
FD10-M



FD10-N



Traffic Flow & Control



TF11-A



TF11-B



TF11-D



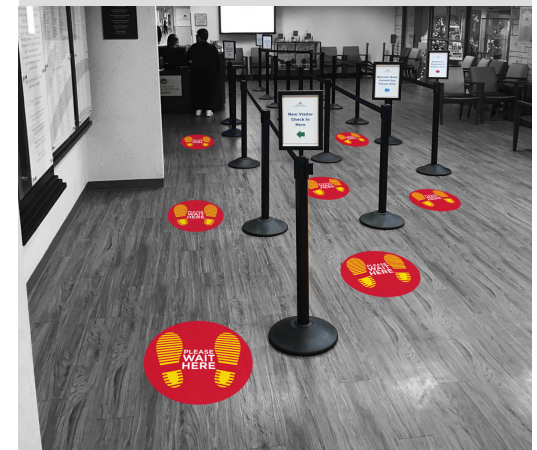
TF11-C



TF11-E



TF11-F



Sanitation Processes

CLEANING SCHEDULE

HANDLES _____

SURFACES _____

FIXTURES _____

FLOORS _____

COMPANY LOGO HERE

SP12-A

DELIVERY ACCEPTANCE PROCESS

- PLACE SHIPMENTS IN QUARANTINE AREA
- REMOVE & DISCARD EXTERIOR PACKING
- HANDLE MERCHANDISE WITH GLOVES
- DISINFECT ALL CONTACT SURFACES

COMPANY LOGO HERE

SP12-B

DISINFECTED REGULARLY



COMPANY LOGO HERE

SP12-C

SANITATION STATION



COMPANY LOGO HERE

SP12-D

THIS SPACE DISINFECTED REGULARLY




SURFACES & HANDLES - HOURLY
FIXTURES & FLOORS - DAILY

COMPANY LOGO HERE

SP12-E

SANITATION STATION



Please wipe down handles and horizontal surfaces to prevent the spread of germs

COMPANY LOGO HERE

SP12-F

PLEASE



Avoid handshakes



Maintain distance

WE ARE ALL WORKING TO LIMIT THE SPREAD OF COVID-19 PLEASE HELP US BY DOING YOUR PART

COMPANY LOGO HERE

SP12-G

DISINFECTED AREA

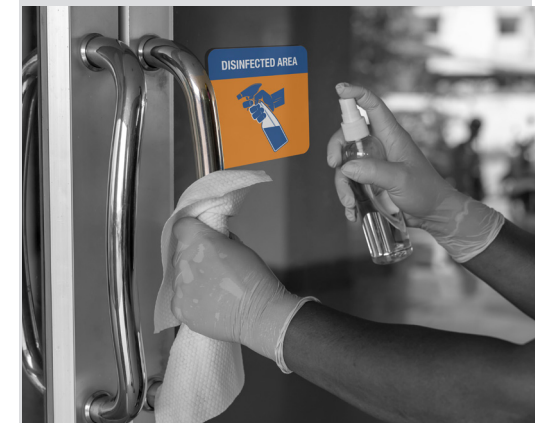


SP12-H

DISINFECTED ZONE



SP12-I



Safety / Policy Signs



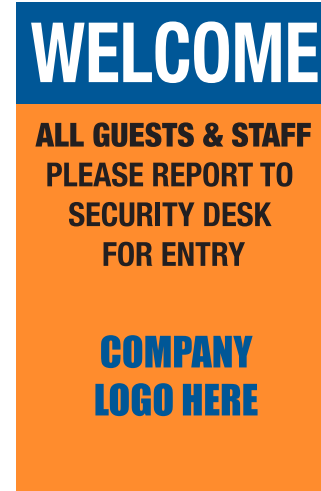
PD13-A



PD13-B



PD13-C



PD13-D



PD13-E



PD13-F



PD13-G



PD13-H



PD13-I



Vehicle Identification



VI14-A



VI14-B



VI14-C



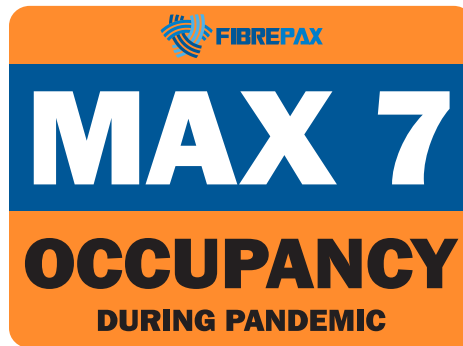
VI14-D



VI14-E



VI14-F



VI14-G



VI14-H



Protective Shields



Acrylic Shield 1219mm x 2438mm



Acrylic Shield with Pass Through 914mm x 762mm



Acrylic Shield 762mm x 584mm



Overall Workplace Safety

These guidelines aim to provide contextual practices for how businesses can mitigate risk through education and practices necessary to protect the health of their employees, customers and communities. We suggest an onsite or virtual consultation in order to determine the specific needs to keep your business running smoothly.

Per the UK Health and Safety Executive (HSE), the following are 10 steps all workplaces can take to reduce the risk of exposure to Coronavirus

1. Encourage workers to stay home if sick
2. Encourage respiratory etiquette including covering coughs and sneezes
3. Provide a place to wash hands or alcohol based hand rubs containing at least 60% alcohol
4. Limit worksite access to only essential workers if possible
5. Establish flexible worksites (telecommuting and flexible work hours/staggered shifts)
6. Discourage workers from using other workers' phones, desks, or other work tools and equipment
7. Regularly clean and disinfect surfaces, equipment and other elements of the work environment
8. Use cleaning chemicals with label claims against the coronavirus
9. Follow manufacturer's instructions for use of all cleaning and disinfecting products
10. Encourage workers to report any safety and health concerns

In addition to the UK Health and Safety Executive guidelines:

- Per the UK Government and Public Health England's recommendations, face coverings have been shown to be effective tools to mitigate risk from individuals who show symptoms as well as those who don't, especially in close environments where it's hard for people to maintain a 1 metre+ distance.
- Taking employees' temperatures is at the operators' discretion. The UK Government has not mandated taking an employee's temperature and any operator who chooses to do so should engage health officials first and adopt policies aligned with proper procedures. UK Government guidance states the minimum temperature that indicates a fever is 38°C

[Public Health England](#)

[UK Health & Safety Executive](#)

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

Safe Working Environment: Automotive

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

- ❑ Position pavement or stanchion signs and banners to encourage services by appointment
- ❑ Limit the number of walk-in customers permitted in the facility
 - Position the temporary occupancy numbers in your storefront window using a low tack window film
- ❑ Use signage to request that all customers and employees wear a facemasks, if social distancing is not possible
- ❑ Provide team members with protective supplies like masks, gloves and sanitisers. Consider branded facemasks
- ❑ Position signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Position an A-frame or stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Use signs to designate which waiting room chairs are out of service for social distancing
- ❑ Install safety screens at the service desks for safe customer/employee interaction
- ❑ Provide hand sanitiser stations throughout the facility
- ❑ Notify customers that all cars have been disinfected inside and out both before the service begins and after the work is completed with a leave-behind flyer
- ❑ Offer contactless drop-off and pick up for service
- ❑ Offer contactless service as well as payment options
- ❑ Place infection control signs in all employee break rooms and in public bathrooms
 - Use cleaning logs in these common areas

Safe Working Environment: Casinos/Entertainment Facilities

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

- ❑ Advertise that you are now open with signs and banners that draw attention from the street
- ❑ Position face mask required or recommended signage at all entrances
- ❑ Position an A-frame or stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Use floors graphics to indicate social distancing throughout the establishment
- ❑ Post signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Use signs to indicate machines and tables that are out of service for social distancing
- ❑ Provide hand sanitiser stations throughout the facility. Consider stations with built-in digital signs to also communicate important promotions or offers
- ❑ Utilise wayfinding signs to direct customers one way throughout aisles
- ❑ Install safety screens at counters to protect employees and customers
- ❑ Install safety screens in between slot machines
- ❑ Implement strong procedures for sanitising surfaces and display germ prevention posters
 - Use cleaning logs to ensure proper and timely cleaning occurs
- ❑ Sanitise high customer contact areas with cleaning chemicals with label claims against the coronavirus, frequently
- ❑ Establish guidelines for the receiving of products from suppliers and position prominently
- ❑ Designate one employee per shift responsible for monitoring all guidelines being adhered to by employees, customers, and suppliers
- ❑ Avoid in-person pre-shift meetings when possible. Instead, utilise communication boards to prevent the congregation of employees
- ❑ Limit the number of employees allowed simultaneously in break rooms
- ❑ Provide team members with protective supplies like masks, gloves and sanitisers. Consider branded facemasks
- ❑ Place infection control signs in all employee break rooms and in public bathrooms
 - Ensure a proper supply of soap and paper towels are available at all times and areas are cleaned/ sanitised frequently
 - Use cleaning logs in these common areas
- ❑ Payment:
 - Use contactless systems to process payments where feasible
 - Facilitate Cash payments via a tray versus direct contact
 - Consider antimicrobial films for credit card processors

Safe Working Environment: Church/Religious Facilities

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

- ❑ Position signage at the door stating that any person experiencing COVID-19 symptoms is not permitted to enter
- ❑ Limit the number of people allowed simultaneously inside the church/place of worship according to the UK Government's guidelines
- ❑ Post an A-frame or stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Update floor plans for common gathering areas, redesign seating arrangements or remove seating to ensure at least one metre+ of separation between table setups. Where practical, physical barriers can be used
- ❑ Utilise wayfinding visuals to direct people through the facility
- ❑ Practice social distancing throughout the establishment with floor and seat graphics
- ❑ Provide hand sanitiser stations throughout the facility
- ❑ Implement strong procedures for sanitising surfaces in common areas
 - Sanitise high customer contact areas cleaning chemicals with label claims against the coronavirus, frequently
- ❑ Remove common or shared religious materials and require people to bring their own
- ❑ Bathrooms:
 - Ensure a proper supply of soap and hand towels is available at all times and restrooms are cleaned/sanitised frequently
 - Use cleaning logs in these common areas
- ❑ Donations:
 - Use contactless systems to process donations where feasible
 - Facilitate Cash payments via a tray versus direct contact

Safe Working Environment: Corporate Offices

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

- ❑ Position signage at the door stating that anyone experiencing COVID-19 symptoms is not permitted to enter
- ❑ Position a A-frames or stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Utilise wayfinding signs to direct employees one way throughout corridors
- ❑ Separate workstations one-metre+ apart or separate with acrylic safety screens
- ❑ Provide “no handshakes, just smiles” buttons for employees to wear and at the reception sign-in
- ❑ Install safety screens at reception desks
- ❑ Practice social distancing throughout the establishment with floor graphics
- ❑ Use tabletop signs to indicate surfaces that are out of service for social distancing in break rooms
- ❑ Place hand sanitiser stations prominently throughout the building
- ❑ Use signs and floor graphics to encourage social distancing in and while waiting for lifts
- ❑ Consider antimicrobial films for phones and keyboards
- ❑ Strong procedures for sanitising surfaces should be implemented and prevention posters should be displayed in common areas such as the break room and bathrooms
 - Cleaning logs should be used to ensure proper and timely cleaning occurs
 - Position infection control/handwashing posters in all bathrooms
- ❑ Redesign seating arrangements in break rooms to ensure at least one-metre+ of separation between table setups and remove bulk items. Where practical, physical barriers can be used
 - Offer single-use, individually wrapped condiments and plastic wear
 - Corridors should have one-way directional signage

Safe Working Environment: Education/Schools/Daycare

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

- ❑ Examine all employees and children for symptoms and have temperatures taken daily before being admitted to work or attend school. Public Health England's guidance states the minimum temperature that indicates a fever is 38°C
- ❑ Use pavement signage to designate student drop off/pick up locations and proper social distancing
- ❑ Address and post maximum occupancy levels (Max number of students per facility vs. number of people per square foot). Use door signs that show that only children and staff should be permitted in the facility
- ❑ Utilise wayfinding signs to direct students one way throughout corridors
- ❑ Implement strong procedures for sanitising surfaces, toys and equipment and display infection control posters
 - Post cleaning logs to ensure proper and timely cleaning occurs and to communicate procedures to students and faculty
- ❑ Display proper signage if staggering class days or A/B Team scheduling is implemented to avoid confusion
- ❑ Implement one teacher per classroom where feasible
- ❑ Practice student social distancing when possible, e.g. breaktimes, circle and mat times, after school/care pick-up
- ❑ Use signs to indicate desks and tables during lunch that are out of service for social distancing
- ❑ Post infection control/handwashing posters in all bathrooms
- ❑ Provide "No handshakes, No hugs. Just Smiles" stickers and badges for teachers/administration
- ❑ Offer contactless payments for nurseries and private schools

Safe Working Environment: Fitness

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

- ❑ Advertise that you are now open with signs and banners that draw attention from the street
- ❑ Position signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Ask customers to use app-based technology to schedule appointments, handle payment transactions, and keep up with all communications
- ❑ Direct customers to wait in their car or outside until space is available based on occupancy limits
 - Use window signs to display maximum occupancy numbers
 - Designate safe social distancing if customers are waiting for their appointment outside by adding visual cues
- ❑ Position an A-frame or a stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Direct all customers to wash hands upon entering the facility
- ❑ Practice social distancing throughout the establishment with floor graphics
- ❑ Install safety screens at check-in/reception desks to protect employees and customers
- ❑ Allow for physical separation by spacing equipment one-metre+ apart or only allow every other piece of equipment to be used. The non-used equipment should be powered down, roped off and signage placed on it
- ❑ Install safety screens in between machines and equipment
- ❑ Set-up one-way directional signage so that no members are passing each other or looping back to a piece of equipment. Signage on the floor, walls and self-standing to be added to aid in new layout
- ❑ Place sanitising wipes/spray near machines and equipment and signs to encourage self-cleaning before and after use
- ❑ Position notices to detail how often cleaning procedures are taking place
 - Clean all equipment frequently and/or in between each guest/user
- ❑ Provide hand sanitiser stations throughout the facility
- ❑ Consider antimicrobial films for machine keyboards and digital displays
- ❑ Implement strong procedures for sanitising surfaces and display infection control posters
- ❑ Consider reducing the size of classes and maintain social distancing during personal training
- ❑ Require customers to provide his/her own hydration/water bottles. No re-filling stations should be available
- ❑ Routinely clean bathrooms using cleaning chemicals with label claims against the coronavirus
 - Consider elimination or closure of non-bathroom facilities in locker room areas such as saunas, tanning facilities, etc.
 - Update items like paper towel dispensers, hand sanitisers and rubbish bins to contactless models to reduce the spread of the infection
 - Add locker room/bathroom signage including infection control posters and social distancing recommendation.
 - Cleaning logs should be used to ensure proper and timely cleaning occurs
- ❑ Provide team members with protective supplies like masks, gloves and sanitisers. Consider branded facemasks

Safe Working Environment: Healthcare/GP Surgery

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

- ❑ Provide virtual or telehealth where possible
- ❑ Provide COVID-19 care training and increased education to caregivers as it becomes available from the Public Health England
- ❑ Require all caregivers to wear PPE
- ❑ Ask patients to let providers know prior to scheduled visit if they are sick or exhibiting signs of illness
- ❑ Consider signage discouraging entrance to anyone experiencing COVID-19 symptoms
- ❑ Use signage on doors requesting that only patients enter the facility
- ❑ Post facemasks required signage for all patients
- ❑ Encourage caregivers and patients to wash hands pre and post-treatment
- ❑ Install safety screens at check-in and payment stations
- ❑ Address waiting room protocol by removing or blocking seating for social distancing
- ❑ Provide hand sanitiser stations in common spaces, lobbies, at lift and escalator banks
- ❑ Process payments via contactless systems if possible

Safe Working Environment: Hotels

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

- ❑ Consider signage discouraging entrance to anyone experiencing COVID-19 symptoms
- ❑ Provide team members with protective supplies like masks, gloves and sanitisers. Consider branded facemasks
- ❑ Practice social distancing throughout facilities, especially in common space and lobbies with floor graphics and stanchion signs
- ❑ Ask guests to download and use the brand app prior to arrival for check-in/check-out, hotel communications, services, maps, etc.
- ❑ Entering:
 - When feasible, only guests with reservations should enter the property
 - Guests should be directed to follow social distancing guidelines, aided by signage placed on stands, doors, and floors
 - All guests should be directed to use hand sanitiser stations readily available in common spaces
- ❑ Post an Aframe or stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Provide hand sanitiser stations in common space, lobbies, at lift and escalator banks
- ❑ Queuing:
 - Utilise visual cues to designate safe social distancing in waiting areas
 - Consider removing excess furniture from the lobby and common space areas to encourage social distancing
 - Install safety screens at the check-in desks for safe guest/employee interaction
 - Install directional signage and floor stickers in all high traffic locations, including lobby spaces, common areas, lift and escalator banks
 - Provide hand sanitiser and masks for concierge services
- ❑ Rooms:
 - Disinfect hotel rooms upon check-out, daily or in accordance with brand standards
 - Remove all coffee pots, in-room food service items, paper amenities and toiletries
 - Make hand sanitiser and cleaning wipes available for purchase or free of charge in-room or onsite
 - Provide single serving, pre-wrapped food or beverage items
- ❑ Include social distancing lift graphics inside elevators
- ❑ Bathrooms:
 - Clean public bathrooms throughout the day. Guest bathrooms should be cleaned upon checkout
 - Display signage with recommended hand washing procedures and overall bathroom cleaning procedures
 - Cleaning logs should be used to ensure proper and timely cleaning occurs
 - Follow restaurant and retail guidelines for those services offered on the hotel property

Safe Working Environment: Cinema/Event/Venue

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

- ❑ Position signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Encourage waiting outside with visual social distancing queues.
- ❑ Use signage to request that all customers and employees wear a facemask
- ❑ Position a Aframe stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Consider updating floor plans for common gathering areas, redesigning seating arrangements to ensure at least one-metre+ of separation between table setups
 - Where practical, physical barriers can be used
 - Remove furniture as needed to prevent congregating
 - Place social distancing signage to take furniture out of service if it cannot be removed
- ❑ Utilise wayfinding visuals to direct customers through the event/venue/experience
- ❑ Provide hand sanitiser stations throughout the facility
- ❑ Sanitise high customer contact areas with cleaning chemicals with label claims against the coronavirus
- ❑ Designate one employee per shift responsible for monitoring all guidelines being adhered to by employees, customers, and suppliers
- ❑ Consider limits on party size
- ❑ Provide disposable individually wrapped items to customers directly or block self-service drink, popcorn, condiment and utensil stations
- ❑ Practice social distancing in counter service line with floor graphics
- ❑ Provide team members with protective supplies like masks, gloves and sanitisers. Consider branded facemasks
- ❑ Wear gloves at all times during food preparation
- ❑ Payment:
 - Process payments via contactless systems where feasible
 - Cash payments should be facilitated via a tray versus direct contact
 - Provide signage in each theater to encourage recommended spacing between groups
- ❑ Bathrooms:
 - Ensure a proper supply of soap and hand towels is available at all times and restrooms are cleaned/sanitised frequently
 - Update items like paper towel dispensers, hand sanitisers and rubbish bins to contactless models to reduce the spread of the virus
 - Cleaning logs should be used to ensure proper and timely cleaning occurs
- ❑ Avoid in-person pre-shift meetings. Instead, utilise communication boards to prevent the congregation of employees
- ❑ Redesign seating arrangements in break rooms to ensure at least one-metre+ of separation between table setups and remove bulk items. Where practical, physical barriers can be used
 - Offer single-use, individually wrapped condiments and plastic wear
 - Aisles should have one-way directional signage
 - Limit the number of employees allowed simultaneously in break rooms

Safe Working Environment: Restaurant/Bar

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

- ❑ Advertise that you are now open with signs and banners that draw attention from the street
- ❑ Offer collection services with designated parking and/or contactless delivery
- ❑ Position signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Position signage at the door indicating maximum occupancy levels
- ❑ Position an A-Frame or stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Encourage waiting outside with visual social distancing queues.
- ❑ Install acrylic barrier around the host stand
- ❑ Remove furniture as needed to prevent congregating in waiting areas
- ❑ Encourage reservations whenever possible
- ❑ Consider limits on party size
- ❑ Update floor plans for common dining areas and redesign seating arrangements to ensure at least one-metre+ of separation between table setups.
- Where practical, especially in booth seating, acrylic barriers can be used
- ❑ Utilise wayfinding visuals and architectural cues to direct customers through the foodservice experience
- ❑ Practice social distancing throughout the establishment with floor graphics
- ❑ Create one-way traffic through by utilising a separate entrance and exit for each area marked prominently with distinctive signage
- ❑ Consider contactless ordering solutions
- ❑ Use one-time use only menus and discard after each use
- ❑ Sanitise reusable menus after each customer
- ❑ Payment:
 - Payments should be processed via contactless systems where feasible
 - Cash payments should be facilitated via a tray versus direct contact
- ❑ Sanitise high customer contact areas using cleaning chemicals with label claims against the coronavirus
- ❑ Provide hand sanitiser stations throughout the restaurant
- ❑ Provide visual guidelines to maintain social distancing if queuing in line to place orders
- ❑ Remove self-service areas whenever possible
- ❑ Provide, disable or block self-service drink, condiment, utensil, and tableware stations and have workers provide individually wrapped items to customers directly
- ❑ Bathrooms:
 - Ensure a proper supply of soap and hand towels is available at all times and restrooms are cleaned/sanitised frequently
 - Update items like paper towel dispensers, hand sanitisers and trash cans to contactless models to reduce the spread of the virus
 - Strong procedures for sanitising surfaces should be implemented and prevention posters should be displayed
 - Cleaning logs should be used to ensure proper and timely cleaning occurs
- ❑ Workstations/food prep areas should be placed one-metre+ apart when feasible. When that is not an option, dividers may be used to mitigate contact
- ❑ Implement strong procedures for sanitising surfaces
- ❑ Per existing Food Standards Agency requirements, employees who are sick should remain at home
- ❑ Provide employees with access to any new guidelines before returning to work
- ❑ Provide team members with protective supplies like masks, gloves and sanitisers. Consider branded facemasks
- ❑ Employers should certify employees in on-going food safety certification training guidelines for proper safe food handling
- ❑ Establish and prominently position guidelines for the receiving of products from suppliers
- ❑ Designate one employee per shift responsible for monitoring all guidelines being adhered to by employees, customers, and suppliers
- ❑ Utilise communication boards instead of in-person pre-shift meetings to prevent the congregation of employees
- ❑ Wear gloves at all times during food preparation
- ❑ Limit the number of employees allowed simultaneously in break rooms

Safe Working Environment: Retail/Convenience

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

- ❑ Advertise that you are now open with signs and banners that draw attention from the street
- ❑ Offer contactless collection and designate parking spaces.
- ❑ Promote buy online, in-store pickup to limit the number of customers in the store
- ❑ Use an A-frame or stanchion signs indicating where lines form to enter the facility
- ❑ Position signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Position an A-frame or a stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Practice social distancing throughout the establishment with floor graphics
- ❑ Utilise wayfinding signs to direct customers one way through the aisles
- ❑ Use tabletop signs to indicate seating and tables that are out of service for social distancing
- ❑ Consider contactless solutions for price checks and check-out
- ❑ Provide visual guidelines to maintain social distancing if queuing in line to check out
- ❑ Payment:
 - Process payments via contactless systems where feasible
 - Facilitate cash payments via a tray versus direct contact
- ❑ Provide hand sanitiser stations throughout facility
- ❑ Install safety screens at counters to protect employees and customers
- ❑ Provide team members with protective supplies like masks, gloves and sanitisers
- ❑ Consider antimicrobial films for credit card processors
- ❑ Strong procedures for sanitising surfaces should be implemented and prevention posters should be displayed
 - Cleaning logs should be used to ensure proper and timely cleaning occurs
 - Sanitise high customer contact areas with cleaning chemicals with label claims against the coronavirus
- ❑ Establish guidelines for the receiving of products from suppliers and position prominently
- ❑ Provide team members with protective supplies like masks, gloves and sanitisers. Consider branded facemasks
- ❑ Designate one employee per shift responsible for monitoring all guidelines being adhered to by employees, customers, and suppliers
- ❑ Avoid in-person pre-shift meetings. Instead, utilise communication boards to prevent the congregation of employees
- ❑ Limit the number of employees allowed simultaneously in break rooms
- ❑ Bathrooms:
 - Ensure a proper supply of soap and hand towels is available at all times and restrooms are cleaned/sanitised frequently
 - Update items like paper towel dispensers, hand sanitisers and rubbish bins to contactless models to reduce the spread of the virus
 - Implement strong procedures for sanitising surfaces and display prevention posters
 - Cleaning logs should be used to ensure proper and timely cleaning occurs

Safe Working Environment: Salons/Personal Care Services

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

- ❑ Provide employees or stylists with a written copy of guidelines before returning to work
- ❑ Position signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Use scheduling services through an appointment or an appointment like app.
- ❑ Encourage customers to wait outside the establishment for safe social distancing
- ❑ Contact the customer to come into the business for services once their place in the queue is next
- ❑ Appointment times should be staggered to limit in-salon waiting
- ❑ Position an A-frame or stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Position a sign at the front door that face masks are required. Consider providing masks to clients
- ❑ Provide team members with protective supplies like masks, gloves and sanitisers
- ❑ Clean capes/gowns should be used by stylists for each customer
- ❑ Update floor plans for common gathering areas, redesign seating arrangements or remove seating to ensure at least one-metre+ of separation between chair setups.
- ❑ Where practical, physical barriers can be used
- ❑ Practice social distancing throughout the salon
- ❑ Floor stickers and signage could be used to provide guidance for social distance
- ❑ Remove non-essential items (magazines, toys) from waiting areas
- ❑ Product displayed should be limited and clear signage regarding the handling of products should be displayed.
- ❑ Utilise employee assistance to purchase
- ❑ No testing products should be present in customer areas
- ❑ Food or beverage offerings should be eliminated
- ❑ Place workstations one-metre+ apart. When that is not an option, dividers may be used to mitigate contact
- ❑ Provide hand sanitiser stations throughout the salon
- ❑ Follow all existing health and public safety (infection control) rules that salons must abide by that are enforced by the UK Government
- ❑ Bathrooms:
 - Ensure a proper supply of soap and hand towels is available at all times and restrooms are cleaned/sanitised frequently
 - Update items like paper towel dispensers, hand sanitisers and trash cans to contactless models to reduce the spread of the virus
 - Implement strong procedures for sanitising surfaces and display prevention posters
 - Cleaning logs should be used to ensure proper and timely cleaning occurs
- ❑ Cleaning between clients
 - Clean and disinfect chairs and headrests
 - Clean and disinfect all shampoo bowls, handles, hoses, spray nozzles, and shampoo chairs
 - Clean and disinfect any surfaces or areas around the styling chair that the client or client's items may have contacted during the visit
 - Require stylists to wash hands before and after every customer
 - Sanitise high customer contact areas with cleaning chemicals with label claims against the coronavirus, frequently
 - Use UV lighting to sanitise all surfaces and tools
 - Apply Barbicide or other sanitising solutions to tools and other equipment
- ❑ Payment:
 - Encourage credit card or contactless methods of payment. When the exchange of cash is necessary, wash and sanitise hands after each transaction

Safe Working Environment: Senior Care

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.

- ❑ Provide virtual or telehealth where possible
- ❑ Require all caregivers to wear PPE
- ❑ Provide COVID-19 care training and increased education to caregivers as it becomes available from Public Health England
- ❑ At employer's discretion, employee temperatures and verbal health screenings can be implemented prior to work. Minimum temperature indicating possible fever is 38°C, however for caregivers working with senior citizens, a lower number (37.7°C) should be considered
- ❑ Ask clients to wear PPE if possible
- ❑ Require clients to let providers know prior to scheduled visit if they are sick or exhibiting signs of illness
- ❑ Prior to entering a home, verbal health screenings and temperature check should be conducted
- ❑ Caregivers and clients should be encouraged to wash hands pre and post-treatment
- ❑ Strong procedures for sanitising surfaces should be implemented and prevention posters should be displayed
 - Cleaning logs should be used to ensure proper and timely cleaning occurs
- ❑ Payments should be processed via touchless systems in so far as possible

Safe Working Environment: Transportation

- ❑ Position signage on the passenger doors stating that any passenger who is experiencing COVID-19 symptoms is not permitted to enter
- ❑ Provide hand sanitiser for passengers
- ❑ Install an acrylic barrier between the front seat and back seat
- ❑ Display a notice that you disinfect and sanitise in between every passenger

The content in this document is not intended to be a substitute for professional advice. It is intended to offer guidance regarding best practices as prevention and support to re-open businesses. It is not intended and should not be used as a substitute for advice from the UK Government or other professional bodies regarding COVID-19.