COVID-19 – 10 COVID CONTROLS

PORT OF DOVER
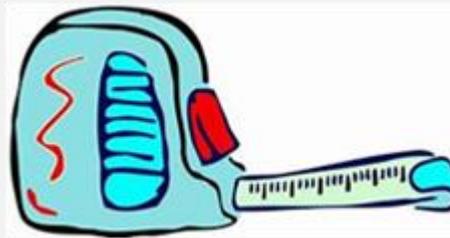
10 steps to help protect yourself at work. The goal is to help reinforce behavioural changes in order to keep yourself and others safe.

KEEP YOUR DISTANCE

2 METERS

1. Maintain a constant guard
Watch for the symptoms of the COVID-19 virus in yourself and others. Do not come in to work if you develop symptoms. Inform your line manager if you develop any symptoms. Arrange for a COVID test.

2. Working from home
Only go to work if you cannot work from home. This will be dependent on instruction from your line manager and can change dependant on business need or in line with government advice.

3. Maintain personal hygiene
Wash your hands frequently and thoroughly for 20 seconds. Use a tissue to turn off the tap where possible and dry hands thoroughly. Dispose of paper towels in the general waste bins provided.

4. Keep social distancing
Maintain a minimum distance of 2m between you and others. If you need to be closer take steps to mitigate the risks.

5. Avoid sharing
Do not share personal items and avoid sharing equipment if possible. Clean shared equipment thoroughly between use.

6. Use Personal Protective Equipment (PPE) where needed
If it is not possible to maintain 2m face masks can be worn to protect both yourself and others. Your line manager will risk assess this and make suitable PPE is available upon request.

7. Catch it. Bin it. Kill it
Cough or sneeze into a tissue or your elbow and dispose of tissues immediately then wash hands.

8. Keep the workplace clean
Carry out regular cleaning and sanitising. Regular cleaning is carried out across the port but remember to use wipes provided to clean down any equipment after use.

9. Have a care for your Team
Look after the physical and mental health of every member.

10. Maintain good discipline at all times
Do not compromise any existing health and safety controls. If you do not think it is safe – **STOP**