

Let's all play our part to keep West Berkshire open

Here are our top ten tips for businesses based on nationwide learnings, to help keep you COVID secure and reduce the chance of outbreaks in your setting



Think about your staff social times/areas – break times, canteens, restrooms/toilets etc. These are all areas where **social distance has to be maintained** as well as the workplace. It is strongly encouraged that staff **stagger their break times** in order to aid social distancing



Keep washing your hands frequently.

If you can't wash, use sanitising hand gel.



Remember to **frequently clean** common touch points



Do not come to work

if you have any COVID symptoms- high temperature, persistent cough or changes or loss of smell/taste. **Call 119 and book a test**

Make sure you use an appropriate disinfectant- not all antibacterial cleaners are effective against COVID-10, **check with your supplier** that yours is.



Check and keep up to date with your **sector**

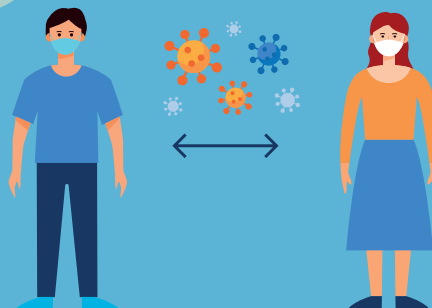
specific guidance and follow it- your business may cover a number of different types of workplaces, you need to follow the guidance



If you get symptoms whilst at work **go home immediately** and **book a test** by calling 119



Avoid car sharing if at all possible



Don't forget that face coverings **DO NOT REPLACE** the need for social distancing

Wear your PPE correctly – masks should cover mouth and nose, visors should cover your face to below your chin



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