



## Health, hygiene & facilities guidelines

### Health & Hygiene practices

Educate members on good health and hygiene practices

- ❖ Do members know not to come to work when they are unwell, even if they feel fit to attend?
- ❖ Look for signs of 'presenteeism'? Are leaders modelling the correct behaviours or is there a culture of 'soldiering on' that needs to be discussed as a team?
- ❖ Have you informed members about the importance of hand washing?
- ❖ Inform members of the following good hygiene measures to limit the spread of the virus:
  - ⇒ cover coughs and sneezes with an elbow or a tissue
  - ⇒ avoid touching the face, eyes, nose and mouth
  - ⇒ dispose of tissues hygienically
  - ⇒ wash hands before and after smoking a cigarette
  - ⇒ clean and disinfect surfaces
  - ⇒ stay more than 1.5 metres away from others
  - ⇒ don't shake hands and avoid any other close physical contact where possible
  - ⇒ no spitting
  - ⇒ put cigarette butts in the bin

Put measures in place where reasonably practicable to minimise contact between people

- ❖ Can you put in a system to provide for cashless transactions?
- ❖ Require members to minimise contact with others where possible

**See also:**

*Physical distancing checklist.*

### Hand washing & hand sanitising stations

- ❖ Are there an adequate number of hand washing and hand sanitising stations to sustain the increase in workers' practicing good hygiene? Consider:
  - ⇒ the number of people
  - ⇒ entry and exit points
  - ⇒ high traffic areas
  - ⇒ Are the hand washing and hand sanitising stations placed in convenient location to ensure members can access them easily and frequently?
  - ⇒ Have you talked to your contract cleaner or responsible worker to discuss if someone can check soap dispensers and monitor rubbish bins more frequently?

How to set up hand washing facilities

- ❖ Check the facilities are in good working order.
- ❖ Ensure facilities are adequately stocked with clean running water, soap or handwash and paper towels.
  - ⇒ Is water collecting anywhere it shouldn't?
  - ⇒ Is any paper towel dispenser working properly?
  - ⇒ Are automatic soap dispensers an option?
- ❖ Can you provide touch free bins?
- ❖ Put posters up to inform members how to wash their hands correctly and when to wash their hands.

How to set up hand sanitising stations

- ❖ Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient as per the manufacturer's instructions?
- ❖ Set up stations at

- ⇒ entry and exit points to the workplace
- ⇒ entry and entry points to common areas
- ⇒ in areas that have high touchpoints or high traffic flows
- ❖ Put up posters at each station to inform workers and others how to sanitise their hands correctly and when.
- ❖ If children enter church, is hand sanitiser in a position to prevent accidental ingestion?

to prevent the spread of infectious diseases at church.

Put measures in place that encourage good hygiene

- ❖ Increase access to closed bins.
- ❖ Communicate to members that they are to stay away from church if they experience any flu-like symptoms and to seek advice from a health care professional.
- ❖ Implement or review existing hygiene standards for common areas to ensure that people:
  - ⇒ Clean up after themselves
  - ⇒ Place rubbish in bins provided
  - ⇒ Avoid putting personal items such as phones on meal surfaces
  - ⇒ Have adequate detergent and disinfectant products

Put processes in place to regularly monitor and review the implementation of hygiene measures to ensure they are being followed and remain effective.

- ❖ Put processes in place to make sure someone checks all hand washing and hand sanitising stations are adequately stocked.
- ❖ Put processes in place to enable members to efficiently raise issues relating to hygiene and hand sanitising stations.
- ❖ Develop infection control policies. These policies should outline measures in place