

## SAFETY GUIDANCE



# STAYING COVID-19 SECURE IN 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

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## FIVE STEPS TO SAFER WORKING TOGETHER...



We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here



We have cleaning, **handwashing and hygiene procedures** in line with guidance



We have taken all reasonable steps to **help people work from home**



We have taken all reasonable steps to **maintain a 2m distance** in the workplace



Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

PLEASE CONTACT THE BRANCH MANAGER IF YOU HAVE ANY QUESTIONS