roya ROYAL opera house

COVID-19 and Safe Working at Covent Garden – briefing note

12 June 2020 and ongoing

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| **KEY DOCUMENT INFORMATION** | |
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| **Audience and Context** | |
| Applies to | **ROH employees, contractors and visitors from 12 JUNE 2020** |
| Related policies and procedures | COVID-19 Risk Assessment COVENT GARDEN  Arriving at Covent Garden – briefing note |

## Operational risk assessment​s

Departments/teams working on site have carried out their own COVID-19 risk assessment of their activities in addition to the general site assessment in line with the ‘5 steps to working safely’ and industry-specific guidance as detailed by the government.

**The current situation does not remove the requirement to risk assess our normal work activities and control the significant risks connected to them.**

## Social distancing

* Social distancing (2m) should be maintained as far as it is practical.
* Use the stairs, wherever practical, and avoid the lifts. If you must use a lift, stick to the occupancy limit as indicated on the signs.
* A one-way system is in operation to maintain social distancing when moving around the building.
* Signage and floor markings are placed in high traffic areas as a reminder.

## Cleaning regime and hygiene

* Additional cleaning of hard and regularly touched surfaces, e.g. hand rails, door handles.
* Antibacterial fogging in the working areas.
* Reactive cleaning for suspected COVID-19 CASES.

## Personal hygiene

* **Wash your hands** for at least 20 seconds (or use hand sanitiser if soap and water are not available) regularly during the day, particularly:
  + before and after travelling on public transport,
  + on arriving at work
  + before and after eating,
  + before and after using shared equipment, e.g. desks.
* Washrooms have both hand towels and air driers available.
* Hand sanitiser stations will be placed at strategic points in the building, including entrances to the building and again to the Stage area.
* Wipes and antibacterial gel available.
* Avoid touching your face.
* Cover your mouth and nose with a tissue or your elbow when coughing or sneezing. Dispose of tissues in a bin straightaway.