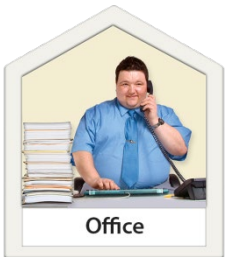
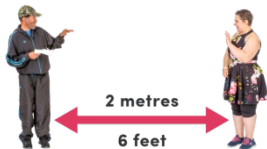


What Are We Doing To Make Generate Safe From COVID-19?



In the office



People need to stay 2m apart to stop the spread of the virus. This means that...



Most of our office staff are working from home.



When staff need to come to the office, only 4 people are allowed in at the same time.



There is a one way system in the building.



Come in through the side street door.



Leave through the door by reception.



There is a Perspex screen around the reception desk.



Everyone needs to wash their hands when they enter and when they use shared equipment, like the printer.



Anybody who has symptoms must leave and tell their manager.



Staff will wear masks if they are not able to stay 2m away from other people.



We will also be asking Generate members to wear face masks if they can.



The office will be cleaned every day, including door handles, light switches and hand rails.



We will do deep cleans of the office twice a week.



There will be hand sanitizers on desks and by doors.



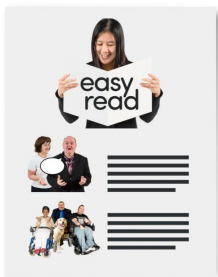
Office staff will clean their own desk when they start and when they finish work.



Only one person at a time can use the printer, kitchen area, and upstairs toilets.



Staff will use PPE when they need to.



Easy read information about covid-19 and handwashing will be put up around the building.



Kitchen areas



The upstairs kitchen and sink area is closed.



Use the toilet sinks for handwashing.



Use the downstairs kitchen to make drinks.



Staff need to bring their own reusable cup.



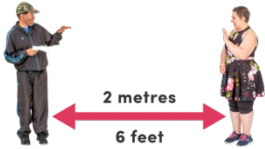
Put any cutlery or crockery in the dishwasher.



Clean surfaces after making food.



Community Outreach Work



Everyone will stay 2m apart wherever possible.



PPE (Masks) will be worn when this isn't possible.



All staff will carry personal hand sanitizer.



Support workers will use cars rather than public transport when supporting members.



They will disinfect their car before and after each use.



Support workers and members will wash their hands as often as possible.



Staff will spend as short a time as possible in members' homes and will not touch any surfaces.



Staff will meet members away from the home whenever possible.



Staff will make sure that members have the latest easy read information about staying safe.



Staff will follow all Government Covid-19 safety measures.