

QUICKFIRE EMERGENCY MANAGEMENT CORONAVIRUS SAFETY PLAN

Cleaning and Hygiene Procedures

- Benches/Desks and keyboards sprayed with antibacterial spray at the end of every day.
- Communal Kitchenette sprayed and wiped every afternoon. All personal cutlery and kitchenware items are put through dishwasher.
- Hand washing should be completed as often as required using correct techniques.
- Hand sanitise before entering and departing the premises.
- Soft furnishings, rugs vacuumed and floors washed.
- Toilet disinfectant and cleaned after each use.



Employee Requirements

- Employees are all doubled dose vaccinated against COVID19 (June 2021).
- Employees work remotely and do not enter the office when they have flu like symptoms.
- No more than 3 staff members occupy the office at any one time.
- Employees are required to complete an Infection Control Training for Covid-19.
- Employees have evidence of 2021 Influenza immunisation.
- Employees will not conduct training sessions at client's premises if they have been in a Level 1 risk area 14 days prior to scheduled training.
- Masks will be used where mandated on site as required by clients.