

## COVID-19 (Coronavirus) Hygiene

### Depot & Messing

This advice is aimed at all Ganymede Operatives to help prevent the spread of the virus given the high national importance of the work you do and the common contact scenarios you may face in depots and messing facilities. It is based on the best evidence available from Network Rail and the relevant government bodies.

**Remember, if you feel something is unsafe, invoke the Worksafe Procedure.**

#### Within a Depot or Yard

- You must always consider whether you should come to the depot at all – see the ‘#2 COVID-19 (Coronavirus) Hygiene Travelling for Work’ document for more information.
- A minimum of 2 meters separation distance must be maintained between colleagues wherever possible.
- Unnecessary congregating with colleagues within the depot must be avoided.
- Collecting and returning paperwork in person must be avoided – instead designate an area for collecting and returning paperwork to avoid doing this face to face.
- Where stores are managed by a member(s) of staff, collecting and returning tools and equipment in person must be avoided – instead designate an area for collecting and returning tools and equipment to avoid doing this face to face. Also limit the number of people going into the stores area to an absolute minimum.
- Conversations between front line and office staff must be undertaken via telephone this includes Safe Work Pack planning. Where this is not possible the 2 meters separation distance should be maintained without exception.
- You must regularly wash your hands for a minimum of 20 seconds.
- Wear gloves wherever possible.

#### Breaks & Messing (depots, site cabins)

- You must avoid using communal messing facilities and breakout areas unless informed by the client it is safe to do so.
- Bring your own packed lunch/meals etc.
- Wherever possible, breaks should be staggered to prevent large numbers of people occupying messing/breakout areas.
- You must always wash your hands before and after eating.
- Staff must maintain a minimum of 2 meters separation when eating.
- Make sure you have enough water and cleaning materials in your vehicle before leaving for site.

**Please contact your Ganymede Line Manager or On Call Manager if you have any doubt of the above instructions.**