

Telling's Actions and Commitments to the Covid-19

Social Distancing	2 Metre Government guidelines are to be followed at all time.
Cleaning	Cleaning of the Toilets, Kitchen, Canteen and Changing Rooms carried out on a continual rota at lease 4 times a day. Toilet paper, antibacterial hand cleaner , surface cleaner and paper towels to be replenished when required.
Kitchen / Canteen	Restricted to a Maximum of 8 people at any one time (1 Employee per table), keeping the 2 metre distance at all times Wash Hands before entry to the Kitchen, Canteen and Changing areas. Use provided Disposable Cups, Plates, Knives and Forks and dispose in bins provide. 2 metre distance at all times to be kept during food and drink preparation. All surfaces to be kept clean and wiped with paper towels and Anti Bacterial Cleaner. Paper towels to be disposed of in the bins.
Clocking Machine	Wash hands before leaving the premises. Clean you finger with the supplied Antibacterial cleaner before and after clocking in / out
Doors	All doors apart from the canteen to be left open to prevent cross contamination.
Daily Well being	Daily wellbeing of all employees should be monitored by Forman and Management. Masks must be worn if anyone showing mild coughs or colds.
Spitting	There has been evidence of saliva being seen on the factory floor. Any Employee/Sub Contractor found spitting on the premises will be instantly dismissed from Telling Architectural employment. Signs to be placed within the factory.
Offices	The front door and access door to the offices will be locked to restrict unauthorised access. Access to the production offices to be restricted to Forman Staff, Forman and Management.
Carpentry	Segregation of Welfare facilities will be segregated by use of the lower level Canteen and toilets.
Imagine Property	Only a forklift driver an Panel inspection operatives are permitted into this area All the above procedures should be carried out.