

Julius Rutherford & Co

SECURE COMMERCIAL CLEANING®

**KEEPING YOURSELF AND
OTHERS SAFE**

**CORONAVIRUS PREVENTION
TOOLBOX TALK**

UPDATED MAY 2020

PREVENTION ADVICE



Wash your hands with soap and running water when **hands are visibly dirty**

If your **hands are not visibly dirty**, wash them with soap and water or use an alcohol-based cleanser



When coughing and sneezing **cover mouth and nose** with flexed elbow or tissue – throw tissue away immediately and wash hands



Avoid close contact with anyone with cold or flu like symptoms

IF YOU HAVE TRAVELLED ABROAD IN THE LAST 14 DAYS INFORM THE JR&CO HR DEPARTMENT IMMEDIATELY

WEAR DISPOSABLE GLOVES WHILE CARRYING OUT ALL TASKS

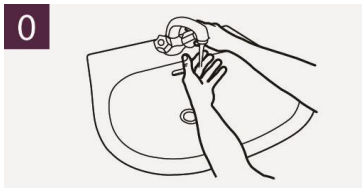
IF YOU HAVE A HIGH TEMPERATURE, A NEW AND CONTINUOUS COUGH OR LOSS OR CHANGE TO THE SENSE OF SMELL OR TASTE

DO NOT COME TO WORK, YOU MUST SELF ISOLATE FOR 7 DAYS

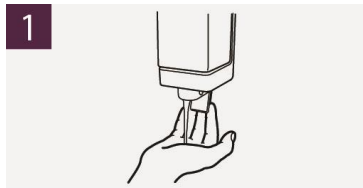
AND

INFORM THE JR&CO HR DEPARTMENT AS SOON AS POSSIBLE 020 7819 6700 / hr@juliusrutherford.co.uk

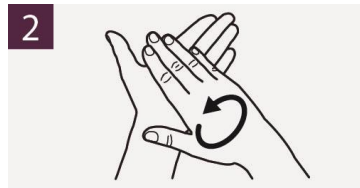
WASH YOUR HANDS AT THE START AND END OF EVERY SHIFT USING THE METHOD BELOW



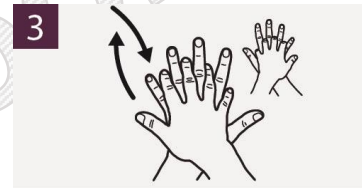
Wet hands with water;



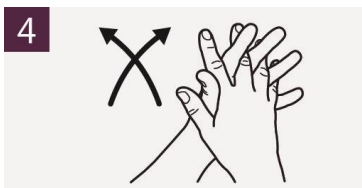
Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



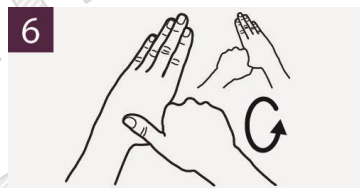
Right palm over left hand with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



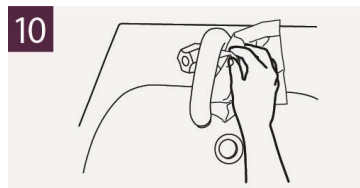
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



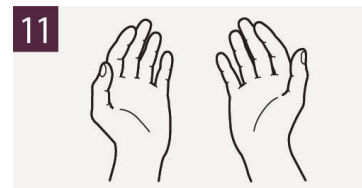
Rinse hands with water;



Dry hands thoroughly













Use flexed elbow or a paper towel to turn off tap;



Your hands are now safe.




TOUCHPOINT CLEANING

Applies to door handles, pushplates and any other touchpoints

1	2	3	4	5
 <p>Select, check and wear required PPE</p>	 <p>Place warning signs</p>	 <p>Check site file for relevant RAMS (RAM 001 & 006) & COSHH (Nu-Kleen Smell)</p>	 <p>Select & check your equipment Use: Nu-Kleen Smell</p>	 <p>Check dilution rate & fill with 500ml cold water</p>
6	7	8	9	10
 <p>Add 5ml Nu-Kleen Smell to the cold water as per dilution chart</p>	 <p>Wipe clean and secure containers after use</p>	 <p>Fold cloth 4 times so you can use every side</p>	 <p>Spray Nu-Kleen Smell solution onto cloth</p>	 <p>Wash all touchpoints starting with the edges</p>

TOUCHPOINT CLEANING

Continued

11	12	13	14	15
 <p data-bbox="102 553 309 602">Wipe inwards on horizontal surfaces</p>	 <p data-bbox="379 553 628 602">Wash vertical surfaces from bottom to top.</p>	 <p data-bbox="676 553 932 602">Dispose of solution as per COSHH instructions</p>	 <p data-bbox="1008 553 1193 575">Visual Inspection</p>	 <p data-bbox="1273 553 1528 631">Check, clean and dry equipment, materials & PPE</p>
16	17			
 <p data-bbox="118 938 300 990">Remove warning signs</p>	 <p data-bbox="405 956 596 978">Wash your hands</p>			