

## Covid 19 pandemic: Workplace practical hints and tips

Reviewed 21 July 2021

### 5 TOUCHPOINTS

Like the common cold, coronavirus infection usually occurs through close contact with a person with novel coronavirus via coughs and sneezes or hand contact. A person can also catch the virus by touching contaminated surfaces if they do not wash their hands. Identifying and cleaning touch points can be an important way to break the chain of transmission.

#### Examples of touch points include:

- Work surfaces like desks, platforms and workstations
- Handles on doors, windows, rails, dispensers and water coolers
- Common areas like toilets, reception, changing rooms, corridors and lifts
- Vehicle handles, steering wheels, seat belts and internal surfaces
- Control panels for machinery, control pads and switches
- Computer keyboards, printers, touch screens, monitors and phones
- Taps, kettles, water heaters, fridges, microwaves and cupboards
- Shared equipment like tools, machines, vehicles, pallet trucks and delivery boxes
- Post and goods coming in or being shipped out



#### In order to reduce the risk we recommend that employers:

- Identify frequently touched surfaces
- Minimise their use, including exploring digital options to replace the need for face-to-face discussion
- Put in place regular precautionary cleaning throughout operating hours in line with Government guidance

#### Key hints and tips to reduce the risks of Covid 19 to share with your employees:

- Keep all personal work materials/possessions in a drawer, locker or backpack, and if possible label
- Don't be afraid to politely ask others to keep their distance if you're feeling crowded
- Don't shake hands
- Wash your hands often and wipe down surfaces regularly

For more information about cleaning visit the HSE website:

<https://www.hse.gov.uk/coronavirus/cleaning/cleaning-workplace.htm>