

Cotswold Motor Group

COVID-19 Return to Work Document

Version 1

May 2020

This document has been designed to assist you in your return to work and to ensure the safety of employees and customers following the COVID-19 pandemic.

Colleague working conditions

If you are showing any Covid-19 symptoms DO NOT come to work - you must inform your line manager and follow the government guidelines.

Please use gloves, hand sanitizer or wash your hands on arrival at the business. Wash your hands regularly throughout the day with soap and water for at least 20 seconds.

Once on site, use the one-way system around the building, including the staircases which have been marked as up or down.

Do not come into contact with other members of the team, talk by phone where possible. Avoid making close contact with people e.g. do not shake hands.

The canteen will be closed and taped off to restrict access.

Please bring in your own food, cup, drinking glass, cutlery, tea, coffee, milk (put your name on it), etc and take your items home each day.

When eating & drinking please use your office or work bay and "wipe desk top before & after" (use sanitizer spray). Weather permitting use outside areas for eating lunch.

The number of people working in an office will be reviewed, this may result in some working from home or having split shifts in place.

The number of people working in the workshop will be reviewed, this may result in ramps being 2 ramps apart rather than next to each other or having split shifts in place.

Repeat offenders not following social distancing will be requested to leave site which will be unpaid.

Social distancing

Stick to the 2 meter social distancing rule at all times. Avoid making close contact with people e.g. do not shake hands.

Meetings including length and proximity of gatherings between colleagues will be limited to ensure that social distancing is adhered to.

Repeat offenders not following social distancing will be requested to leave site which will be unpaid.

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Facilities to wash

Hygiene practices are important to prevent spread of COVID-19. Wash your hands regularly and especially after coughing or sneezing, after toilet use and before eating, for a minimum of 20 seconds with soap and hot running water. All soap has been replaced with anti-bacteria soap.

Cover your mouth when coughing and sneezing. Cover your nose and mouth with disposable tissues. If you don't have a tissue, cough or sneeze into your arm or sleeve (not hand), put used tissues into a sealed bin and then wash your hands.

Cleaning

Additional cleaning is taking place to include transmission hot spots: door handles, tap handles, fridge door handles, chilled cold water button & kettle. Hand sanitizer is available around the site including entrance and exit as well as key areas in sales and service, if you are unable to wash your hands.

Personal Protective Equipment (PPE)

Use PPE when in customer cars and replace when exiting.

Customer Interaction

Where possible this should be over the phone. However if meeting customers please use the safety screens provided. Avoid making close contact with people e.g. do not shake hands.

All appointments will be booked with specific collection and delivery times to ensure that we are able to follow the government's social distancing guidelines for our customers and also our teams. Only one customer per service vehicle will be able to enter the building.

A queue management system is in place with correct distance markings, ensuring that there is 2 metres (6.5 feet) distance between you and customers.

Key management will be changed to reduce the numbers of people handling them. Keys will be bagged on receipt and kept in the bag until the handover to customer.

Service and repair

When returning to work you must report to your work station not workshop office.

Work will be allocated to you work tray by your ramp.

Please use your phone to contact workshop control rather than going to the office – ensure you use your phone from your work bench rather than anywhere else in the workshop where it could be a hazard.