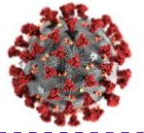


COVID-19: START & FINISH CHECKS



It is essential that you and your officers/staff do certain checks every time you start and end your shift or use the room. This is not only a force requirement but also helps to maintain the basic standards you need to ensure the safety of yourself and other users in or using the room.

START & IN USE CHECKS

Complete these actions & checks before using the room and desks.

Use hand sanitiser upon entering and exiting the room (*all persons*)

Clean & disinfect desk and hand contact surfaces e.g. door handles, before use

Clean & disinfect keyboard, mouse, desk phone & other equipment before use

Not move or relocate furniture

Not leave used PPE on desks

Ensure good ventilation

Ensure the same person uses the same desk on each shift

Maintain social distancing

Not place clothing on desks or tables

Maximum occupancy is not breached

FINISH CHECKS

Complete these actions & checks at the end of using the room and desks

Use hand sanitiser upon exiting the room (*all persons*)

Clean & disinfect desks, desk equipment & hand contact surfaces after use

Remove food containers and litter from desks and the room

Ensure furniture has not been adjusted or moved

Not leave used PPE desks on desks

Worn Type IIR Fluid Repellent Surgical Masks when away from the desk

Declaration

Sergeant to sign and declare the Start/Finish actions and checks have been carried out before and after using the room.