

<b>DESCRIPTION:</b>		Method Covid-19.		<b>DOCUMENT NO: MCMS 001</b>		MC-001 2022	
<b>SIMPLE CHECK LIST FOR RETURNING TO THE WORK ENVIRONMENT</b>							
<b>SAFE PROCEDURES</b>				<b>ASSESSED BY: ESA RISK MANAGEMENT</b>			
<b>THE LOCKDOWN IS LIFTING BUT SAFE PROCEDURES ARE STILL REQUIRED</b>							
<b>HIGH</b>	TASK IS TO REDUCE THE RISK			<b>From</b>	<b>RED</b>	<b>to</b>	<b>ORANGE</b>
<b>MEDIUM</b>	TASK IS TO REDUCE THE RISK			<b>From</b>	<b>ORANGE</b>	<b>to</b>	<b>Green</b>
<b>LOW</b>	TASK IS TO REDUCE THE RISK			<b>From</b>	<b>Green</b>	<b>to</b>	<b>Blue</b>
<b>CLEAR</b>	TASK IS TO REDUCE THE RISK			<b>From</b>	<b>SAFE</b>		
<b>CHECK LIST</b>							
<b>1</b>	<b>FRESH AIR FLOW</b>	<b>NO</b>	<b>YES</b>	ACTION REQUIRED IF ANSWER IS NO, (see steps)			
<b>2</b>	<b>FILTERS (HEPA)</b>	<b>NO</b>	<b>YES</b>	ACTION REQUIRED IF ANSWER IS NO, (see steps)			
<b>3</b>	<b>HAND SANITIZERS</b>	<b>NO</b>	<b>YES</b>	ACTION REQUIRED IF ANSWER IS NO, (see steps)			
<b>4</b>	<b>SURFACES CLEANING</b>	<b>NO</b>	<b>YES</b>	ACTION REQUIRED IF ANSWER IS NO, (see steps)			
<b>5</b>	<b>TEMPERATURE CHECKS</b>	<b>NO</b>	<b>YES</b>	ACTION REQUIRED IF ANSWER IS NO, (see steps)			
<b>6</b>	<b>1 METER DISTANCE</b>	<b>NO</b>	<b>YES</b>	ACTION REQUIRED IF ANSWER IS NO, (see steps)			
<b>7</b>	<b>INFECTION</b>	<b>NO</b>	<b>YES</b>	ACTION REQUIRED IF ANSWER IS NO, (see steps)			
<b>Steps to follow</b>							
<b>1</b>	<b>Description of RISK:</b> <u>CARBON BUILD UP, INCREASES THE RISK OF VIRUS SPREADING.</u> A) Try open windows. B) Advise staff to wear clothing layers. C) keep feet extra warm.						
<b>2</b>	<b>Description of RISK:</b> <u>CARBON BUILD UP, IF WINDOWS CAN NOT BE OPENED.</u> A) Every 40 sq. foot you should place a unit (subject to manufacturer recommendation)						
<b>3</b>	<b>Description of RISK:</b> <u>TRANSPORTATION VIRUS ON HANDS.</u> A) Using sanitizers after contact with any surface. B) Washing hands after contact with any surface. C) Have dispensers/or sample bottles of sanitizers located on each desk if possible. D) Use disposable paper hand towels and dispose in a covid only bin.						
<b>4</b>	<b>Description of RISK:</b> <u>CLEAN SURFACES.</u> A) Cleaning the work area each morning with a mild anti-virus solution or after the visit of another employee, will reduce the risk of infection.						
<b>5</b>	<b>Description of RISK:</b> <u>TEMPERATURE CHECKS.</u> A) Staff should take their temperature each day, the general body temperature is 36° range, but it can vary, for many reasons. However, after 15 mins, recheck and if it is in the 37° plus, then this would be a symptom. B) If its 37° plus and you have symptoms, take an antigen test. Depending on the results you may have to isolate for 5 days.						
<b>6</b>	<b>Description of RISK:</b> <u>DISTANCE.</u> A) A safe distance should still be maintained. B) Masks should be worn in closed meeting. C) Handshaking should not be promoted.						
<b>7</b>	<b>Description of RISK:</b> <u>POSSIBLE INFECTION.</u> A) There can be many reasons for a person to feel unwell, so precautions should always be taken. B) First steps to check before you leave your home is the following: 1) Temperature. 2) If you have a cough, fever, chills, dizziness, sore throat, shortness of breath, breathing difficulties. If so, do an antigen test.						

**Confirmation of Return-to-Work Control Methods on Return.**

**Print name and sign and date to confirm understanding of Return-to-Work Control Methods.**

Name Print	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
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**Notes:**

1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Fresh air flow rate in m<sup>3</sup>/(h m<sup>2</sup>)</td> <td style="width: 5%;">5.1</td> <td style="width: 5%;">4.4</td> <td style="width: 5%;">15.2</td> <td style="width: 5%;">40.4</td> <td style="width: 5%;">2.6</td> <td style="width: 5%;">20.2</td> <td style="width: 5%;">1.6</td> <td style="width: 5%;">2.6</td> </tr> <tr> <td>Fresh air flow rate in L/(s m<sup>2</sup>)</td> <td>1.4</td> <td>1.2</td> <td>4.2</td> <td>11.2</td> <td>0.7</td> <td>5.6</td> <td>0.42</td> <td>0.7</td> </tr> <tr> <td>Area per person (estimate) in m<sup>2</sup>/pers.</td> <td>10</td> <td>15</td> <td>2</td> <td>0.75</td> <td>-</td> <td>1.5</td> <td>-</td> <td>-</td> </tr> </table> <p style="text-align: center;"><b>TROX<sup>®</sup> TECHNIK</b> <small>The art of handling air</small></p> <p>Source Each person should feel fresh air is present in their work area, temperature should be ca 20° for sitting and 16-19 for standing etc, the window should be capable of providing 1/20<sup>th</sup> of the room size with fresh air. So, a room 40 x 40 feet is 1,600 sq. feet then 1/20<sup>th</sup> so the window should be ca 10 feet in volume flow in through the window.</p> <p>The ASHRAE recommended ventilation rates for schools, offices, shops, restaurants, and homes varies from 0.35 – 8 air changes per hour. When dealing with places that may contain viruses, the recommended air changes per hour are higher, approximately 6-12.</p>									Fresh air flow rate in m <sup>3</sup> /(h m <sup>2</sup> )	5.1	4.4	15.2	40.4	2.6	20.2	1.6	2.6	Fresh air flow rate in L/(s m <sup>2</sup> )	1.4	1.2	4.2	11.2	0.7	5.6	0.42	0.7	Area per person (estimate) in m <sup>2</sup> /pers.	10	15	2	0.75	-	1.5	-	-																																																														
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3	The virus does not fly, it has no means of travel except us. The only way it goes from one person to another is by using us, so hand hygiene is vital to prevent it getting around.																																																																																																	
4	All viruses can live outside of our bodies, and remain on surfaces, oils from our body, food, drink will provide a source for the virus to stay, so wipe it with an anti-vac daily and kill it before it kills you.																																																																																																	
5	Normal body temperature can range between 97 F (36.1 C) and 99 F (37.2 C) or more. Your body temperature can vary depending on how active you are or the time of day. Older people have lower body temperatures than younger people have.																																																																																																	
6	Distance is a safe way to ensure we are not touching off others or within their range, a rule is if you can smell a person breath you are too close.																																																																																																	
7	A cold, flu or any virus spreads the same way the covid does, if you follow the simple rules in this risk assessment it will reduce the risk of infecting others or getting infected.																																																																																																	