



# Homebase Covid-19 Safety Protocol

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*Keeping our staff & clients safe at alert level 3*

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## Introduction

Homebase is committed to supporting the government requirements for businesses operating under Covid-19 alert level 3. This safety protocol has been developed to ensure we keep our staff and clients safe by helping to prevent the spread of Covid-19.

### What is Covid-19?

Covid-19 is caused by a type of coronavirus and can affect your lungs and airways. Although everyone is at risk of contracting the virus, some people can become very unwell from this disease, in particular older adults and people with underlying medical conditions.

### What are the symptoms of Covid-19?

Symptoms of Covid-19 include one or more of the following:

Common symptoms	Less common symptoms	Serious symptoms
Fever Dry cough Tiredness	Aches and pains Sore throat Diarrhoea Conjunctivitis Headache Loss of taste or smell Rash on skin or decolouration of fingers or toes	Difficulty breathing Chest pain or pressure Loss of speech or movement

If you feel unwell with these symptoms you should stay home and phone the Ministry of Health **Healthline anytime for free on 0800 358 5453** or alternately phone your GP and get tested.

### How is Covid-19 spread?

Covid-19 can be spread from person to person via droplets from talking, coughing or sneezing. Droplets may also settle on surrounding surfaces or objects, and you can also become infected if you touch these surfaces or objects, and then touch your mouth, nose or eyes.

### How can you protect yourself and others from Covid-19?

There is no cure for Covid-19, and therefore prevention is the best protection from this disease. General prevention measures include:

- Stay home if you are unwell
- Avoid close contact with people who are unwell
- Wear a mask
- Maintain physical distancing
- Wash your hands frequently
- Use good cough/sneeze etiquette
- Call the Healthline or your GP if you have Covid-19 symptoms

## Hygiene & Physical Distancing

Good hygiene and physical distancing are key to helping prevent the spread of Covid-19. Homebase staff are required to comply with the measures outlined below.

### General hygiene

Good hygiene practices include:

- Wash your hands frequently with soap and water (for at least 20 seconds) or cleanse with hand sanitiser
- Don't touch your face
- Cough or sneeze into your elbow, or cover your mouth and nose with tissues
- Put used tissues into a closable bin or bag immediately after use
- Use the PPE you have been provided (masks and gloves), including when traveling to and working on site
- Ensure you use PPE correctly and change masks and gloves regularly
- Dispose of single use PPE so that it cannot be reused
- Do not share PPE
- Regularly clean touchpoints (such as doors and handles) and surfaces
- Maintain physical distance of 1m from others where possible.

### Working arrangements

Working arrangements include:

- Wear a mask
- Work in your team and maintain physical distancing where possible
- Keep a record of your movements in case contact tracing is required
- Display Homebase signage at the entrance advising others when you are working at client sites
- Scan the QR code or complete the Sign-In Register when you arrive and leave the Homebase warehouse, office or client site
- If you are unwell seek medical help by contacting **Healthline on 0800 358 5453** or your GP, and advise Homebase immediately

Homebase encourages all our staff to get vaccinated.

### Home staging arrangements

For home staging, in addition to general hygiene and working arrangements practices:

- Prior to arrival:
  - Check via phone or email that the client has not been unwell, is not experiencing COVID symptoms, has not been in contact with a person with COVID and has not been at a place of interest at the time specified on the government website
  - Ensure that the house will be vacated for the time you will be on site
- Ensure the house is ventilated while you work (open windows/doors and remember to close them before you leave)
- If clients return maintain 2m physical distancing and leave the premises as soon as possible.

## Transportation

Homebase staff are required to comply with the measures outlined below.

### Traveling to site

- Travel to site in one person per vehicle where possible
- If more than one person is required to travel in a vehicle (e.g. movers), allow for space between passengers
- Complete the Sign-In Register when you arrive that includes who you travelled with
- Travel home in the same vehicle you arrived in
- Wash/sanitise your hands and put gloves on before handling furniture or accessories and before and after entering the warehouse, office or client site
- Restrict bags and equipment to a separate part of the vehicle.

### Deliveries

- Work in your team and maintain physical distancing where possible
- Complete the Sign-In Register when you arrive that includes who you travelled with
- Wash/sanitise your hands and put gloves on before loading and unloading furniture or accessories and before and after entering the warehouse or client site
- Wear appropriate PPE (mask and gloves) when traveling to/from site and during loading/unloading
- Use disinfectant wipes/spray to clean commonly touched areas of delivery vehicles (steering wheel, gear stick, handbrake, door handles, dashboard) after each use.

## Cleaning

Cleaning measures are effective in preventing the spread of Covid-19.

### General cleaning

- Regular cleaning of the Homebase office and warehouse will be undertaken
- All furniture, accessories and soft furnishings will be sanitised/disinfected before and after use
- All linens will be laundered before and after use
- Suitable cleaning products including disinfectant wipes will be provided to staff

### Client sites

Homebase staff are required to comply with the measures outlined below.

- Wear disposable gloves when cleaning
- Wash/sanitise hands after removing gloves
- Clean and disinfect any touchpoints (such as surfaces, tabletops, doors, handles, handrails) with disinfectant wipes prior to leaving the property
- Sanitise/disinfect all furniture and accessories with disinfectant spray prior to leaving the property
- Use disinfectant wipes/spray to clean all tools, equipment, mobile phones and vehicles before and after working at a client site
- Ensure all PPE is removed from the client site and properly disposed of