

COVID-19 protocol Version 1.0

STAFF REFRESHMENT POINTS (In offices)

- Disinfectant wipes will be provided for cleaning before use by the user for:
 - Microwaves
 - Kettles
 - Fridges
 - Toasters
 - Coffee machines

- Staff **MUST NOT** under any circumstances share:
 - Cups
 - Cutlery
 - Crockery
 - Food
 - Drinks
 - Towels
 - Condiments

- Staff **MUST**:
 - Bring their own food, tea, coffee, sugar, milk, drinks, cup, cutlery
 - Prepare their own food off site where possible or purchase from an outlet
 - Make their own drinks
 - Dispose of their rubbish in the office bins provided
 - Thoroughly clean their own food and drinks utensils, where not disposable, and store in their own area