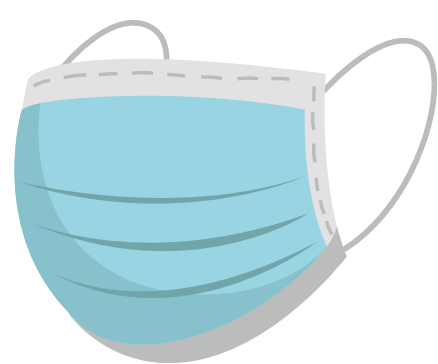


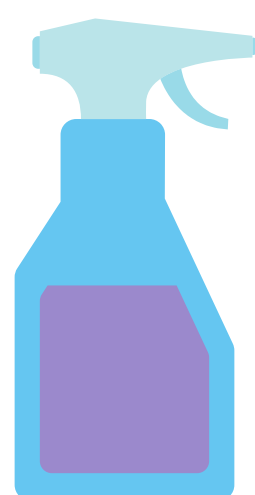
Keeping safe at work

Information for staff in office and admin areas

All staff are encouraged to work remotely and deliver outpatient appointments remotely where possible.



Wear a fluid resistant surgical mask when moving to and from the work station or around the office



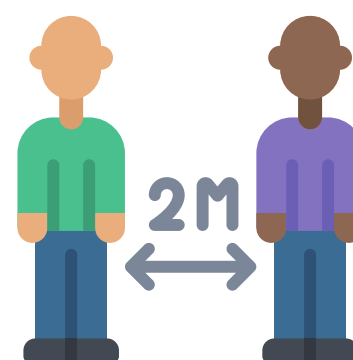
Workstations and touchpoints should be frequently cleaned throughout the day



No meetings should be held in person (even if you can socially distance), unless there is a clinical need



Wash your hands frequently and avoid touching your face



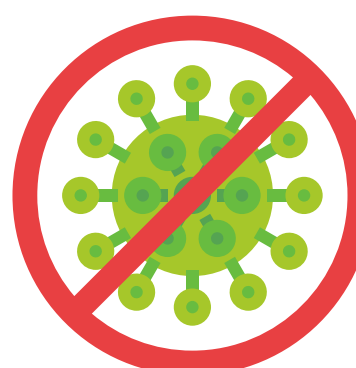
All workstations should be 2 metres apart



When sat at a work station 2 metres from others no PPE is required



Complete a workplace assessment and display poster on the door



If you have COVID-19 symptoms, self-isolate immediately and inform your line manager who can book you a test



Don't forget regular hand hygiene, cleaning and auditable record keeping



For all staff updates visit:
www.leedsth.nhs.uk/covid19