

# Covid-19 (Coronavirus) - Safe System of Work

## C053 Exit the building Customers/Staff & Visitors

### Version 3 - 10/08/2021

**This safe system of work is to help protect everyone who attends, works or visits this building from Coronavirus.**

Staff to ensure that everyone exiting the building should:

- sanitise their hands prior to exiting at the hand sanitiser station
- ensure that they have completed the test & trace signing in & out sheet with name and contact details to enable test and trace if required as per Arrival into Building Protocol
- maintain a safe distance when exiting the building, and take note of the floor markings which indicate safe distances
- customers should only exit the building when transportation has arrived to reduce customers, visitors and staff congregating around the exit to the building

**Please note:**

- If possible a one way system should be used to exit / enter the building.
- Whilst the requirement to maintain 2 meters social distancing is no longer a legal requirement, floor markings will remain in place as visual prompts. Aspire recognised that reducing close contact reduces the risk of COVID-19 and as such all visitors will be encouraged to keep a safe distance where practicable possible.
- Staff (wearing PPE) should support customers to sanitise their hands on exiting if the customer is unable to do this themselves
- . Staff supporting customers who need support with mobility, should wear the required PPE (gloves, aprons and IIR face masks) in line with [PPE Staff Guidance Table](#)