



CORONAVIRUS STAY ALERT TO THE SYMPTOMS

**HIGH TEMPERATURE
OR NEW CONTINUOUS COUGH
OR LOSS OF TASTE OR SMELL?**

No one in your household should leave home if any one person has symptoms.

Find out how to get a test, and how long to isolate, at nhs.uk/coronavirus

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES

Returning to Work

THE
HEXTOL
FOUNDATION
FOR WORKING OPPORTUNITIES

Name:

Business:

Place:

Return to work date:

Start time:

Finish time:

We are looking forward to welcoming you back to work at Hextol! We have made some changes to make Hextol a safe place to work so we don't spread Coronavirus germs to each other.

Please read this leaflet before you come back. It tells you about changes we have made and the new rules we will be following. Please ask us if there is anything you are unsure about.

Cherie will have given you a form to fill in before you come back. Please fill it in and give it back to her.

Bruce Howorth
Chief Executive

The Hextol Foundation, 14C Gilesgate, Hexham, Northumberland, NE46 3NJ

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Company number: 5896869

VAT number: 131 9118 36

Registered charity number: 1120857



We hope that you are looking forward to coming back to work at Hextol - we are certainly looking forward to welcoming you back!

We hope that you can see that we have done everything we can to keep you safe at Hextol. We will probably have to follow the social distancing rules for a while but we will be able to change these rules as time goes by. Here are some of the changes that you will see...

We won't have as many people on each shift. This means you might not be working with your usual team or on your usual day or time.

There will be signs to tell us where we can go and where we can't go. This is to help us keep to the social distancing rules.

There will be signs on the doors to each room to tell you how many people are allowed in a room.

We have moved some of the furniture around to help with social distancing.

There will hand sanitiser and tissues available for you to use. Please throw the tissues away in the bins provided.

We will be cleaning everywhere more often, especially 'touch points' like door handles and light switches. You might be asked to help with these cleaning jobs.

Please follow these rules when you come back to Hextol

Always follow instructions that your supervisor gives you. There will be special rules for the different businesses.

Check your start and finish times. People will be starting and finishing at different times. This is so that we do not have too many people around at the start and end of shifts. Please stick to these times as we are not allowed to have people waiting around at the start and end of their shifts.

Follow the 2 metre social distancing rule. We have put ups signs to show where you can and can't go.

Wear a face mask while you are at Hextol. We have disposable masks you can use. You can bring your own if you prefer but you are responsible for making sure it is clean.

Wash your hands frequently. Wash your hands when you arrive and before and after breaks. Your supervisor will remind you. We have put hand sanitiser in all the rooms as well.

Let your supervisor know if you feel unwell. They will arrange for you to go home. You may have to sit in a different room while you wait to be picked up. We will discuss a return-to-work plan with you before you can come back to Hextol to make sure you do not have the virus.

Temperature checks. Everyone will have their temperature checked when they arrive. If you a high temperature you will not be allowed to do your shift if you have a high temperature. You will have to go home

Drinks and snacks. We will provide drinks at break times. They will be made by the supervisors and we will use disposable cups. We will not be providing snacks but you can bring your own snack to eat at break time. If you work outside, please bring enough water to drink during your shift, especially on hot days.

Lunch Club. At the moment we are not able to offer Lunch Club at Gilesgate or a lunch at The Tans before or after your shift. We will let you know when we can start again.

Working outside? Please bring your own sun cream and water if you will be working outside.