

# Keep Safe

And Remember to



## Wash Your Hands



**Safe Working Practices for Staff & Customers**



**Q**  
**Windows & Doors**  
REPAIRS & GLAZING

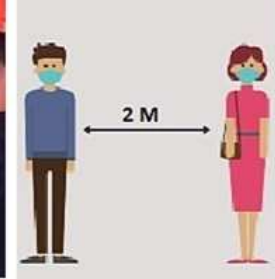
♥ Save Lives

Social Distancing  2M



**Q**  
**Windows & Doors**  
REPAIRS & GLAZING





### Sales & Quoting

Remote meeting facility for all demonstrations /queries.

- Will maintain safe working distance practices



Here at Total Home we have working hard to ensure your home improvement goes as safely and smoothly as possible. Our health and safety team within our Group operations have completed risk assessments and training programs for all our staff to ensure we have best practice within our company during this pandemic.

The following measures are now in place to minimise the risk for you and our staff. Working together we believe we can do our bit to keep us all safe.



### Survey

Home visit for manufacturing sizes. Our Surveyors

- Will wear FFP2 mask and new gloves before every visit as they will
- Will wear additional head guard (cleaned for each visit.)
- Minimise the passing of paperwork where possible.



### Your New Products

Factory floor & showrooms have 2m markings created to ensure staff and customers can adhere to safe distancing practices.

- All production and front of line staff will wear Face guards when working with products.
- We have split shifts to maintain safe working distances in areas with limited space to ensure 2m guidelines.
- Mobile hand wash stations have been located throughout the factory floor and despatch areas so that staff can clean their hands at regular intervals throughout the day.
- Will wear protective gloves where possible.
- All new windows and doors will be cleaned down with an anti-bacterial cleaning agent before despatch.



### Customer Obligations

If at any stage you or someone in your home have to self isolate or feel unwell please contact us at ..... to reschedule.....

- Will Sanitize handles and touchable surfaces.
- Will try to stay if different room to workers where possible.
- Will maintain a 2m physical distancing stance.
- When communicating to workers, try to communicate outside while maintaining 2m gap.



### Installation

#### Staff Obligations

- Complete temperature test every morning before work to ensure the... 37 degrees before arriving at your home.
- Will wear FFP2 Face mask when working inside your home.
- Will bring a mobile hand wash station for cleaning hands at regular intervals.
- Will wear protective gloves where possible.
- Will clean down all new windows and doors with anti-bacterial cleaning agent when finished each area.

Stay Alert



Control The Virus



Save Lives

Keep your distance (2m apart where possible)

