

Guidance on how to use a Canteen Safely.

- Do not exceed the maximum seating capacity for the canteen by sitting on a seat which has been blocked off for use.
- Personnel should not migrate between canteens, only use their own departments canteen.
- Do not alter the table and seating layout, this has been configured to allow for social distancing.
- Tables and chairs must be cleaned down prior to and after use.
- One person only at the sink at any one time
- Only one person using shared work top space at any one time if 2 meters cannot be achieved.
- Only one person allowed in and out of each fridge at any one time.
- If microwaves and or fridges are side by side only one person at a time
- Only one person at a time at the vending machines, do not queue unless observing 2-meter social distancing.
- When using the cold-water dispenser, the dispensing nozzle must be sanitised before and after use.

REMEMBER SOCIAL DISTANCING IS NOT JUST THE RESPONSIBILITY OF THE COMPANY WE ALL HAVE A ROLE TO PLAY TO ENSURE OUR OWN SAFETY AND THAT OF OUR CO-WORKERS