



# WORKFLOWS BECAUSE OF COVID-19

Project: **All workplaces**

Date: 17.3.2020

Workflow for Eykt due to recommendations from hospitals and police.

Eykt contributes to informing employees about the company's contingency plan and what rules apply to its operations during COVID-19 precautionary measures.

## **Hand washing is important.**

It is important to wash your hands well, hand-wipes and use disposable hand towels. Hand-wipes should be at entrance and exits as well as a coffee and food facilities, toilets, meeting spaces and so on. In general, employees should improve cleanliness as far as possible.

## **Transport and truck drivers.**

Have no direct contact with dealers but let them put deliveries in their cars.

Have no direct connection to the workplace and have workers at work stations unload their cars.

Therefore, no subcontractor is going to do any buying themselves, the drivers will cover everything needed for the workplace. If it is necessary to get something, it will be the joint decision of the project manager, foreman and subcontractor foreman what will be decided.

## **Project manager and foreman**

Limit direct contact with subcontractors as much as possible.

Project managers and foremen limit the relationship between other projects and foremen within a company, especially between projects.

Meetings will be fewer than usual. If instructions from the hospital are not complied with such as distances, a meeting room should be held to meet the distance criteria. If this is not possible, the meeting shall be canceled.

## **Employees**

Subcontractors would rather keep the group and not mix with other subcontractors except as little as possible. Different subcontractors therefore do not go for coffee and food at the same time and limit as possible togetherness.

Coffee hours will be held in the work area for each one if possible, but if the coffee- and lunch room will be available then times will be divided so that the entire workplace does not mix unnecessarily. The foreman/foreman of the contractor decide who cleans before and after coffee breaks. Cleaning refers to: having hand-wipes, cleaning of handles and door handles, cleaning the tables and what is being used.

## **Toilets.**

Defined who uses each facility so that different contractors share the least common space.

## **Cleaning**

Cleaning needs to be upgraded to keep the toilets and coffee facilities as good as possible. Clean the areas and things that are in much use such as handles / door handles.

## **Coffee and lunches meals.**

It is suggested that employees bring their lunch, coffee and water for the whole day. So that employees do not go to food restaurants, stores, shops or other places that would be unnecessary if lunch was included for the day.

## **Meeting unnecessary people.**

It is proposed that employees do not leave the work area unless urgently necessary and the foreman is then informed of what is going on and what the necessary tasks are.

**If a COVID-19 infection is suspected within a company, you need to contact a health service at 1700, health care or through [www.heilsuvera.is](http://www.heilsuvera.is).**

**Eykt ehf**