

JLSG Inns Ltd Safe System of Work	Guest with Suspected Case of COVID-19	Prepared by	Date
		Shaun Gardner	26.06.2020
<p>This safe system of work has been developed with reference to UK Government Guidance for employers and businesses on coronavirus (COVID-19) & should be read in conjunction with our SSOW - Cleaning after a suspected case of COVID-19</p>			
<p>You must read, understand and follow the safe systems of work, standard operating procedures in place for your health, safety and welfare. Correctly use all equipment and PPE provided and cooperate with your employer on health and safety matters. You MUST inform your manager if you identify any equipment defects; and ensure your activities do not put yourself or others at risk.</p>			
<p>Hazards (potential to cause harm)</p>			
<p>Contracting COVID-19 from an area where a suspected COVID-19 case has been working / staying. The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.</p>			
<p>Precautions (measures taken to reduce risk of harm)</p>			
<p>What you need to do:</p> <ul style="list-style-type: none"> • Follow the related SSOW (Working Safely during COVID-19). • The guest must quarantine in their room and only contact us using the phone in their room by pressing 0. • The guest, if feeling OK, should make arrangements to check out and drive home straight away ensuring they do not come in to contact with anyone on their journey • If the guest is not well enough to drive then arrangements should be made for someone to collect them as soon as possible. During this time the guest must not leave their room. • Once the guest has checked out then follow the SSOW – Cleaning after a suspected case of COVID-19 			
Name	Signature	Date	