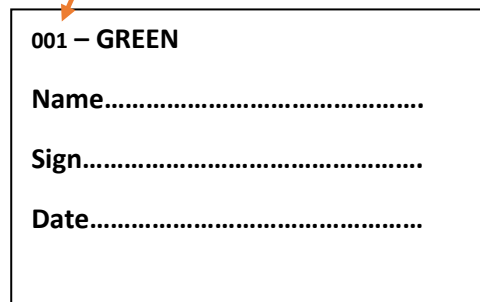


3 in a Cab – Covid Bubble Change Screening Process

1. Before the Covid screening commences please to ensure the following are available:
 - Bleach spray
 - Blue roll
 - Hand sanitiser
 - Pens
 - Nitrile gloves
 - Covid Screening Recording sheet
 - Green Cards
 - Small lined Waste Bin
 - Taken ill whilst at work SSOW
 - Taken Ill whilst at work recording document
2. Wash and sanitise your hands.
3. Place a glove and pen on the selected desk prior to each employee entering the room.
4. The employee/s are to enter Conference Room 1 or 2 one at a time.
5. On entering the room ask them to confirm their name.
6. Ask them to sit in the selected Chair; **you are always to remain 2 metres apart.**
7. Where applicable ask the employee to remove any head wear.
8. Ask the employee to place a nitrile glove on the hand they are to take their temperature with.
9. Ask them to pick up the thermometer with their hand wearing the nitrile glove.
10. Hold the thermometer 3cm away from their forehead.
11. Press and hold in the trigger button until it makes a beeping sound.
12. The manager is to read out their temperature and record it on the recording sheet.
13. Ask the employee to remove their nitrile glove and place in the waste bin.
14. If their temperature is 37.8c or above, take the employee through the taken ill whilst at work SSOW – advise they must leave depot and go straight to their vehicle and they **must not** come into contact with anyone. They are to travel straight home to isolate and arrange for a test and must not return to the depot until a manager has given them consent.
15. If their temperature is below 37.8c, continue to ask the Covid Screening questions listed on the screening recording sheet (do you have any loss/ change in smell and taste, new cough etc.)
16. If the employee answers YES to **any** of the questions – take them through the taken ill whilst at work SSOW- Advise they must leave depot and go straight to their vehicle and they **must not** come into contact with anyone. They are to travel straight home to isolate and arrange for a test and must not return to the depot until a manager has given them consent.

17. If NO is answered to **all** the questions, instruct the employee to sign the screen record document.
18. The Manager is to complete a Green Card for the employee, details on the card include their name, manager's signature and Date.
19. Each card has a reference No, this needs to be recorded on the Covid screening record sheet.



001 – GREEN
Name
Sign
Date

20. On completing the Green Card, give the employee the card and advise they are to retain the card until there is a change in their bubble. If there is a bubble change the employee will be asked to attend another screening, they will need to bring the Green Card with them to the screening as a new one will be issued.
21. Advise the Green card is to be stored in the front pocket of the Crew Deployment bag.
22. Advise the employee if any gate checks take place, they will need to present their Green Card to the gate check supervisor.
23. The employee can now be deployed.
24. Once the employee has left the room using the bleach spray and blue roll, clean the desk, pen and thermometer.
25. Sanitise your hands.
26. Place a clean pen back on the desk along with a fresh nitrile glove.
27. Once all screenings have taken place, complete the Covid Screening Control Log on the Holiday/ Daily dispo sheet (there is a tab named Covid Screenings).
28. Scan in each Covid Screening record sheet.
29. Access the Covid Screening Signing Sheets File on Share Point.
30. Drag each Scanned document from your e-mail to the into the Covid Screening signing sheets file.
31. Rename the documents to the date and employee name e.g. 20200930 EMPLOYEE NAME.