

# Coronavirus Guidelines for Stuga Staff

Guidelines and best practices for Stuga Employees

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Comments

 ...This document will be regularly updated as new information emerges and government policy dictates

Please see the link below for advice on the symptoms and how long to stay at home  
[NHS Coronavirus Overview - what to do](#)

## Service Engineers on Customer Sites

- Source wipes / soap / hand sanitiser yourselves. It is very difficult to purchase in bulk but can be more easily found in smaller shops and chemists, etc.
- It is a fact that soap and water is better than hand sanitiser - click [here](#) to see unicef advice on hand washing. Always carry soap and a bottle of water, and wash hands thoroughly before you enter and after you leave a customer premises
- Stuga will supply gloves if required
- Maintain Government advised social distancing 2m from any customers / employees
- Face masks will not be supplied, in line with Government recommendations
- No need to get customer signature - write name of person who is signing off
- Inform us of any changes at customer premises - opening times, shutdowns, etc
- Only stay in hotels if absolutely necessary

## Stores Staff

- Wear gloves when dealing with parcels and deliveries. Dispose of daily
- Maintain Government advised social distancing 2m from delivery personnel and other colleagues
- Double check every Sales Order Delivery- All will need approval

## Fitting Shop / Machine Shop

- Keep social distancing guidelines
- Maintain Government advised social distancing 2m from other colleagues
- Make your own drinks and stick with your own mug / cup

## Useful Links

[Uk Government coronavirus advice](#)  
[Guidance on Social Distancing](#)  
[Unicef advice on handwashing](#)