

COVID-19

GETTING BACK TO WORK, SAFELY



“The NEW Normal”

A friendly guide designed to shed light on how to get back to work safely

V.1 14-05-20

gap 

RISK ASSESSMENT

Completing the risk assessment shown here will confirm you are complying with the Government guidance on managing the risk of COVID-19.

You will then need to share this assessment with your colleagues and homeowners when attending site.

If you employ over 50 people you will need to display a signed copy of this on your website.

» You can [DOWNLOAD](#) a **BLANK** copy here to use.

» You can [DOWNLOAD](#) **GAPs** copy here.

Or you can **pick up a copy** from any of our **depots** that are open.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

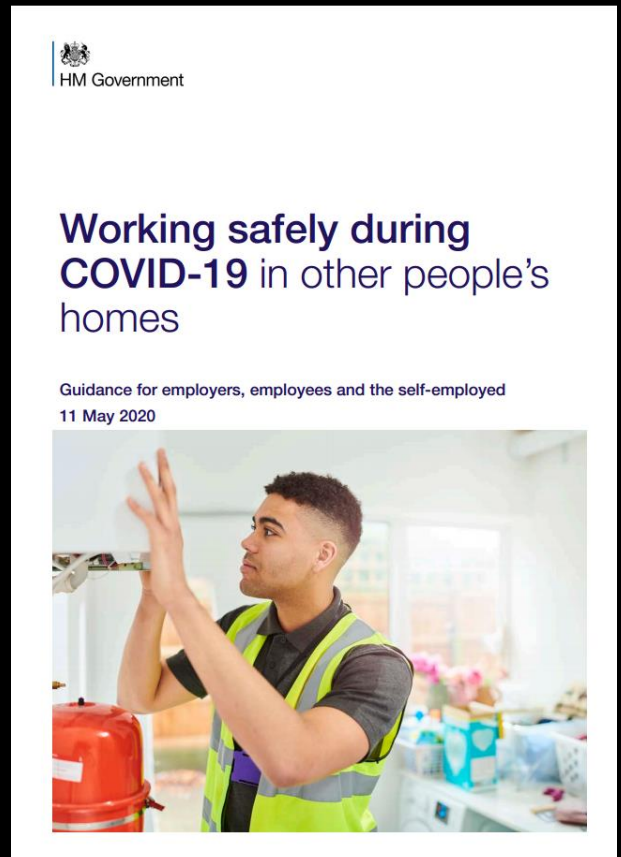
Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

GOVERNMENT ADVICE

The Government document about working safely during COVID-19 in other people's homes, is available to [DOWNLOAD HERE.](#)

Key Topic Covered

- Making contact with homeowners explaining your new working practices
- Working in same groups
- Travelling to work
- Safe site preparation
- PPE
- Social distancing on site
- Leaving doors open
- Bringing your own food and drink
- Site cleaning and waste removal



SAFETY SIGNAGE

It's important you have access to a range of COVID Secure posters that can be used in your work place (offices or site), so we have uploaded them onto our website for you.

» You can download and print them here

[GAP.UK.COM/COVID-19](https://gap.uk.com/covid-19).

**Please maintain
a social distance
of at least 2 metres
at all times**



**Let's stop the spread
of COVID-19 together**

**Wash your hands
on arrival at work and
regularly throughout
the day**



**Let's stop the spread
of COVID-19 together**

**Use PPE
equipment
at all times**



**Let's stop the spread
of COVID-19 together**

**Do not shake
hands or have any
physical contact
with colleagues**



**Let's stop the spread
of COVID-19 together**

**Avoid direct
contact with door
handles, hand rails
and key pads**



**Let's stop the spread
of COVID-19 together**

**Follow the latest
Safe Operating
Procedures
at all times**



**Let's stop the spread
of COVID-19 together**

**Use tissues for
coughs and sneezes,
dispose of them and
wash your hands**



**Let's stop the spread
of COVID-19 together**

WORKING WITH GAP

Lots of GAP depots are open for collections only, and we hope to open more week by week.

The decision to reopen our depots is based on health and safety audits, but also our ability to restock our depots whilst we have scaled back our distribution network.

If your local depot isn't open, don't worry as you can visit a nearby depot and still get your low trade prices.

Find your nearest [GAP DEPOT HERE](#)



Changes at GAP

- We are only offering collections currently
- Strict social distancing rules are being applied with only one customer permitted in a depot at once
- When entering please stand behind the designated taped line and place your order
- Your goods will then be picked and left at the shutter door for you to collect
- Please note that we cannot accept cash, card payments will be required
- Deliveries will be offered when safe to do so and we have team members available

ORDERING FROM US

We appreciate our customers want to get back to work as quickly as possible, so our factories are now open for made to measure products such as **Rockdoors** and **PVC-U Windows**.

If you have an order already with us, please get in touch and we'll try and provide you with a clearer time for collection from our depots.

If you place a new order with us, these will be made as soon as possible. Our factories are working with reduced resources to follow Government guidelines so lead times may be slightly extended.

We recommend placing orders you have as soon as possible, as demand is expected to be high as our customers return to work.



» [ORDER HERE](#)



PROFESSIONAL BODIES

Many of our customers will already follow or be members of the various important trade organisations, but just as a reminder we have included links to the mains ones below to check out their advice on COVID-19.



» [FENSA](#)

» [CERTASS](#)

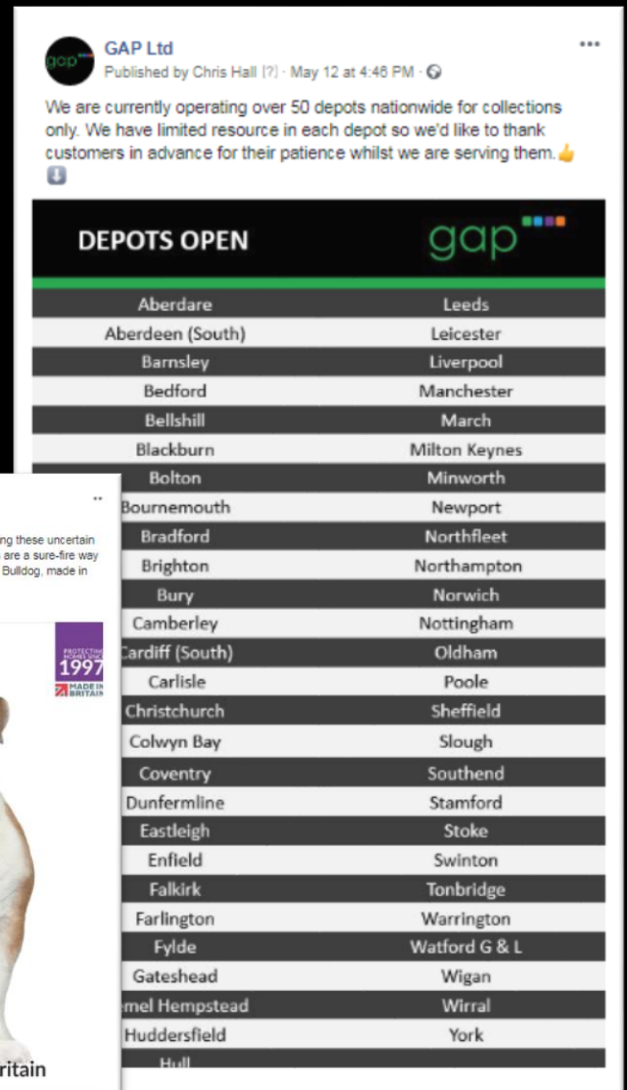
» [GGF](#)



SOCIAL MEDIA

One of the quickest ways for us to engage with our customers nowadays is through social media.

So whether we need to let you know about depot openings, manufacturing updates or general information be sure to check us out!



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STAY SAFE



From all the team at GAP, stay safe and we hope to see you soon.