

COVID-19 Return to Work Plan

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Disclaimer: The information contained within this document is provided with the best of intentions and no claim is made that it is scientifically correct in every instance however it is hoped that it is useful to the users and will raise issues which will assist them in devising a safe return to work for their organisation and its Employees following the easing of the COVID-19 lockdown. COVID-19 is a new virus about which things are being constantly learned this means that guidance will change as more is understood and the information included in this document is basic, gleaned from various sources that were current at the time it was drafted.

Throughout the COVID-19 pandemic, we have continued to provide unrivalled support to the recruitment industry. With the lockdown measures easing, many recruitment businesses are now facing the daunting task of facilitating a safe return to work.

Our comprehensive **COVID-19: Return to Work Plan** has been developed by health and safety experts to ensure we meet the latest “COVID-19 Secure” government guidance. All the outlined considerations and proposed procedures provide compliant, practical advice which you can adapt to support the safe reopening of your business.

Also included are a selection of helpful checklists (**see Appendix 3.2 COVID-19 Safe Return to Work Review**) which will enable you to assess the risk of COVID-19 and implement best practices as you transition to the ‘new normal’.

The Return to Work Plan forms a series of resources created in response to COVID-19. For further information, please visit our **recruiter hub** or contact **01925 568 270**.



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1.1 Introduction

- 1.1.1 There is statutory guidance endorsed by the government that businesses consult with employees on any return to work; this consultation should include an explanation of the measures in place to ensure their welfare, this Return to Work Plan has been drafted in compliance with that requirement and to communicate the measures to be used by us to protect, so far as reasonably practicable, our Employees, and others from the virus.
- 1.1.2 As always, the starting point is to comply with the obligations in sections 2 and 3 of the **Health & Safety at Work Act 1974** and all reasonably practicable steps must be taken so as to ensure the health, safety and welfare of workers and anyone else impacted by the operations of the company. This includes keeping up to date with the work-related risks posed by COVID-19, as well as planning and implementing all reasonably practicable risk reduction measures.
- 1.1.3 More specifically, there is the requirement in Regulation 3 of the **Management of Health and Safety at Work Regulations 1999** to make “suitable and sufficient” risk assessments of the Health and Safety risks faced by employees, as well as non-employees who are affected by our operations.
- 1.1.4 Risk assessments must be in writing where there are 5 or more employees in an organisation, they must be under constant review and updated when circumstances change. Circumstances relating to COVID-19 risks change quickly, so there is a need to keep abreast of the latest developments and act accordingly.

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1.1.5 This plan includes the proposed procedure which is based on information and guidance relating to the return to work following the easing of the COVID-19 lockdown and made available by numerous organisations including:

- **HM Government**
- **The National Health Service (NHS)**
- **Public Health England**
- **The Health & Safety Executive (HSE)**
- **The British Safety Council (BSC)**
- **The Institution of Occupational Safety and Health (IOSH)**
- **The Chartered Institute of Personnel and Development (CIPD)**
- **The Chartered Institute of Building Service Engineers (CIBSE)**
- **The Royal Institute of British Architects (RIBA)**
- **The World Health Organisation (WHO)**
- **The European Agency for Safety and Health at Work**
- **The Federation of European Heating Ventilation & Air Conditioning Associations (REHVA)**

1.1.6 In addition to the above, the research, guidance and information has been obtained by the author of this plan from many other sources including that of Health and Safety Advisers known to him and various industry associations.

1.1.7 We have considered the points below which has enabled us to determine, so far as is reasonably practicable:

- the identity of those essential to have working from the office, rather than homeworking i.e. those with roles which are critical for the continuity of the business and its operations and those ensuring the safe management of the facilities or where regulatory requirements cannot be performed remotely;
- the minimum number of persons required to be at their office rather than homeworking to operate the business safely and effectively, including our Managers, Supervisors and First Aiders;
- the continued wellbeing of those who have been working at home, how this has been determined and what steps are required/could be put in place to assist where necessary;
- the process available and facilities required to ensure good communication is established and maintained with the Facility Management Team of the premises our employees work in and, where applicable, the Facilities Manager of each organisation within the building;

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- Whether employees who may be differently abled would be adversely affected in attending work for example due to changes in the method used to get to/from/into/out of the offices and how this can be addressed;
- whether any of our employees are especially vulnerable to COVID-19;
- whether we will alter working times including the use of reduced hours, alternative working hours/ days and shift-work;
- whether our business will require a Receptionist within our own offices, in addition to any Receptionist provided by the organisation in control of the various buildings our offices are located in;
- who else may need to enter the offices including our own Sales Team, our Employees from other offices, Clients, Visitors and Service Engineers;
- the process required to ensure that good communication is established and maintained with all other organisations who are based at those premises
- how safe access/egress and movement within and around those premises can be maintained;
- what method(s) will be used to enable the necessary communication between our own offices as necessary and those organisations working within the various premises including the use of conference calls, Zoom etc. rather than holding face to face meetings

1.2 Core Cleaning Process – Pre-Start

- 1.2.1 Prior to the return to work the workplace will be thoroughly cleaned to ensure that they are COVID-19 safe, this will be carried out by using soap and water where this does not create a safety risk, followed by disinfection using products manufactured for that purpose.
- 1.2.2 Once the premises are open for use following the return to work it is essential that hard surfaces which are regularly touched by hand are kept COVID-19 safe, this will be the responsibility of each person for their own workstation/work area, and is why the practice of hot-desking has been stopped.

1.3 Cleaning Process – Electronic Equipment

- 1.3.1 For electronic equipment such as computers, laptops, tablets, touch screens, keyboards and remote controls, and remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Do not use alcohol based substances to clean electronic equipment including touch screens as it may cause damage, or in the worst case an explosion due to its flammability.
 - Consider use of wipeable covers for electronic equipment.
 - Dry surfaces thoroughly to avoid the pooling of liquids.

1.4 Cleaning and Disinfection After Persons Suspected/Confirmed of being COVID-19 Positive Have Been in the Area

- 1.4.1 Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- 1.4.2 Cleaning staff should clean and disinfect all areas such as offices, toilets, common areas, shared electronic equipment like tablets, touch screens, keyboards and remote controls used by the ill person(s), focusing especially on frequently touched hard surfaces.
- 1.4.3 Gloves should be removed after cleaning a room or area occupied by ill persons and immediately wash their hands after gloves are removed.
- 1.4.4 After the removal of overalls/aprons and the like, masks/face coverings, eye protection and gloves should be the last items of protective wear removed.
- 1.4.5 All disposable protective wear should be deposited into a lidded container which itself should have a disposable bag inside then the bag itself tied, removed and placed into the final skip/container which will be removed by a registered waste contractor.
- 1.4.6 Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their Manager/Supervisor.



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1.5 Arrival at/Leaving Work - Entry/Exit in/out of Premises

1.5.1 Where it is necessary for our Employees, or others, to actually attend the office suites, we have determined the systems, means of protection and arrangements we will initiate to ensure their everyday Health and Safety, together with that of any person(s) who may be affected by our actions or inactivity these measures include:

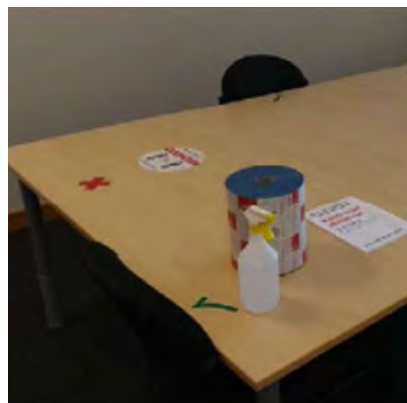
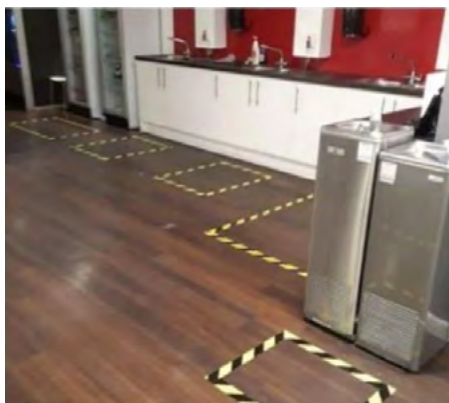
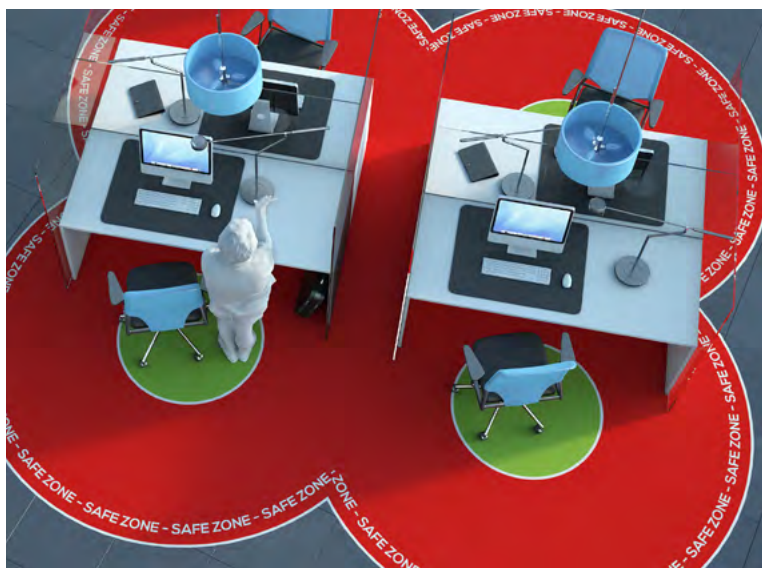
- the requirement for every person entering office suites under our control, including Employees, Clients, Visitors, Service Engineers to complete a COVID-19 Declaration (**see Appendix 3.3**) when entering our offices;
- the COVID-19 Declarations are in addition to any that the Owners/Landlords of any building we are based in may require to be completed and are for our own records to ensure that we have evidence that we are in compliance with our Duty of Care;
- the rate of the return to work will be a gradual process, taking full account at all times of our Duty of Care for our Employees as well as that we have for persons who visit our places of work such as Client, Visitors and Service Engineers;
- the method used when signing in/out of buildings, taking account that this is also a requirement to ensure compliance with Emergency Evacuation Procedures;
- the arrival and departure times at the office and whether these need to be staggered to reduce congestion at those times, this will require consultation with other organisations who share premises in which we are based;
- the establishment and maintenance of an adequate means of communication with all other organisations working in the type of multi-occupancy premises that we have our offices;
- the provision of guidance and advice on travelling to the office such as whether it is necessary for those returning to work to use public transport and determining whether they can travel by an alternative means such as:
 - **Walking**
 - **Using a cycle/motorcycle**
 - **Driving themselves to work in a single occupancy car**
 - **Sharing a car with persons from the same household**
 - **Sharing a car with persons who are not from the same household**
- ensuring there are adequate provisions to park vehicles and cycles for those who will work from the office, taking account that their method of travel may have changed from what has usually been their preferred method and include, for instance, single occupancy cars, multi occupancy cars, cycles or motorcycles which may lead to an increased requirement for parking spaces;

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- accepting that due to a change in the methods of travelling to/from work, adequate secure storage space may have to be made available for extra bags, coats and weather protective clothing
- the provision of adequate arrangements to ensure that social distancing can be maintained including:
 - the re-configuration of workspaces to maintain social distances, (Please See Diagrams in section 1.6);
 - the consideration of staggering start/finish and break times, working shorter days, working alternate days, shift-work;
 - prohibiting the use of lifts unless a safe and manageable system of use which reduces face to face travel can be initiated;
 - creating one-way pedestrian routes within offices and the communal access areas of each building e.g. stairways, corridors;
 - opening more entrance and exits from offices and buildings to aid the flow of people at busy times;
 - changing the layout of seating in offices and rest areas;
 - closing facilities such as kitchen areas temporarily to reduce the likelihood of transmission of the virus via the handling of items/equipment;
 - giving instructions that as a temporary measure all food and drink that is required by those working will need to be brought in from home by each individual;
 - restricting the number of persons entering toilet areas including the requirement to queue, whilst ensuring that compliance with social distancing is maintained;
 - reducing the number of toilet facilities / provide barriers where there is close proximity of users, such as at urinals
- the provision of measures to protect Employees and others, where people cannot be 2 metres apart such as:
 - the consideration of the need for the work of such persons to be office based;
 - a review of entry/exit control systems and procedures and introducing alternative methods where these currently require the use of keypads, finger-print scanning, written details whilst ensuring that we can comply with our duties relating to Emergency Procedures;
 - the consideration of staggering start/finish and break times, working shorter days, working alternate days, shift-work;
 - the provision of screens and/or physical barriers;
 - the provision of socially distanced seating;
 - the provision of one-way pedestrian routes;
 - the use of stairways instead of lifts;
 - where the use of lifts is to continue, restrict the number of occupants and give instructions that they should avoid face to face travel;
 - the provision of displaying directional signage;
 - the provision of gloves;
 - the provision of masks;
 - the provision of visors;
 - the provision of hand sanitiser;
 - the provision of anti-bacterial soaps;

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1.6 Social Distancing Diagrams



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1.7 Adequate Ventilation

- 1.7.1 We will ensure that there is adequate ventilation in the offices that we use taking account the recommended changes of air per hour for office premises, and that good ventilation will ensure the dilution of the virus in the atmosphere this may require the need to open windows on occasions to provide airflow and reduce temperatures, this may affect the energy efficiency of the building, but reduce the risk created by COVID-19.
- 1.7.2 A great deal of information is available relating to ventilation and to assist the understanding of those reading this plan sections 1.7 – 1.10 have been included.

1.8 Recommended Air Changes per Hour & Outside Air Stream per Person

- 1.8.1 When specifying a fan or ventilation system, one of the most important considerations is the number of air changes per hour (also known as air change rate) needed to sufficiently ventilate a room. It is equally crucial to take into account the volume of outside air (fresh supply air) that the room requires. This can be calculated based on the number of people typically living or working in the space. These requirements can depend on a number of factors, but the nature of the room’s usage is a key place to start.
- 1.8.2 Air changes per hour (ACPH) is a measurement of air volume that is added to (or removed from) a room divided by the total volume of the room. Put simply, it measures how many times the air in the room is replaced. Higher ACPH values mean better ventilation. The formula is as follows:
 - **ACPH = Q / Vol - Whereby:**
 - **Q = Volumetric flow rate of air in cubic metres per hour (m3/h)**
 - **Vol = Space volume L x W x H in cubic metres (m3)**
- 1.8.3 To calculate the fresh air required it is necessary to find the volume of outside air needed to properly ventilate a space it is necessary to have an estimate of the typical number of people occupying it, and know what the space will be used for, then the table below, which is accepted worldwide, can be used to multiply the number of people by the required metres cubed per hour per person to determine the required fresh air flow.

Room Type	Minimum Outside Air Stream per Person (m3/h)	Recommended Air Changes Per Hour
Offices	40-60	6
Toilets	30	4 (private) 10 (public)

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- 1.8.4 In an article in their journal the Chartered Institute of Building Service Engineers (CIBSE) included a summary of an article on the prevention of COVID-19 spreading in buildings by the Federation of European Heating Ventilation & Air Conditioning Associations (REHVA) which is included in this plan for information purposes.
- 1.8.5 The article recommended that the use of recirculation in air handling units is not used during the pandemic as this may reintroduce the COVID-19 virus back into the offices, therefore where this type of ventilation is in place the recirculation dampers will be closed, in the event that this causes adverse effects to the temperature, this has to be accepted as it is necessary to ensure that there are adequate air changes in the office to help dilute any virus in the atmosphere, and will be managed by other means such as opening windows. Where this causes draughts, a decision will be made locally on how long to keep them open, and the periods between opening and closing.
- 1.8.6 The summary of the REHVA interim guidance on the operation and use of building services in areas with a coronavirus disease (COVID-19) outbreak is as follows:
- Based on a survey of recent academic literature, the guidance aims to prevent the spread of coronavirus through HVAC or plumbing systems and is targeted primarily at HVAC professionals and facility managers
 - The guidance is focused on 'temporary, easy-to-organise measures that can be implemented in existing buildings which are still in use with normal occupancy rates' says REHVA. It intends the advice to be for a short period depending on how long local outbreaks last.
 - **Transmission Routes** - The guidance document states that there are two dominant transmission routes: via large droplets (droplets/particles emitted when sneezing, coughing or talking); and via surface contact (hand-to-hand, hand-to-surface, and so on).
 - However, it says the World Health Organization (WHO) also recognises a faecal-oral transmission route for SARS-CoV-2, in a technical briefing on 2 March, WHO recommended closing toilet lids when flushing, and avoiding dried-out drains in floors and other sanitary devices by regularly adding water (every three weeks, depending on climate).

1.9 Air Transmission

- 1.9.1 There are two exposure mechanisms which the guidance document describes, these are:
- **Large Droplets (> 10 microns)** - Airborne transmission through large droplets that are released and fall to surfaces no further than 1-2 metres from the infected person. Droplets are formed from coughing and sneezing (the latter typically forms more particles).
 - Most droplets fall on surfaces such as desks and tables. People could catch the infection by touching contaminated surfaces and objects and then their eyes, nose or mouth. People standing 1-2 metres from an infected person could catch it directly in droplets sneezed or coughed out.
 - Professor Catherine Noakes, professor of environmental engineering for buildings at Leeds

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University believes that drops greater than 10 microns can travel further than two metres. 'Some of those very big droplets will fly ballistically, but even particles up to 20 microns can be carried further than we might expect because of airflows in the room,' she says. 'It doesn't necessarily mean there's huge additional risk, because there's probably a small concentration of virus, but we should be aware of where surfaces might be contaminated.'

- **Small particles (< 5 microns)** - These may stay airborne for hours and can be transported long distances. They are generated through coughing, sneezing or talking. Small particles (droplet nuclei or residue) form from droplets that evaporate (usually within milliseconds) and desiccate.
- The coronavirus particle is 80-160 nanometres (1 micron = 1,000 nanometres) and remains active in common indoor air conditions for up to three hours and two to three days on room surfaces. These small particles can stay airborne and travel long distances by airflows in the room or via air ducts of ventilation systems.
- REHVA said that at the time their guidance was published, there was no evidence yet for COVID-19 infection via this route, but it noted that there were no studies that ruled it out. It also referred to a case where coronavirus SARS-Cov-2 was isolated from swabs taken from exhaust vents in rooms occupied by infected patients.
- This implies that keeping 1-2 metre from an infected person might not be enough, concluded REHVA, and that increases in ventilation may be useful, as it would remove more particles, it recommends taking a series of measures that help control the airborne route in buildings as follows

1.10 Increase Air Supply and Exhaust Ventilation

1.10.1 The general advice is to supply as much outside air as possible including:

- Expanded operation times are recommended for buildings with mechanical ventilation, consideration should be given to keeping the ventilation on 24/7 with lower ventilation rates when occupancy is reduced
- If employee numbers reduce, do not place remaining staff in smaller areas. Exhaust ventilation systems of toilets should always be left on 24/7, and relatively negative pressure must be maintained in the room air to help avoid faecal-oral transmission.



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1.11 Use More Window-Driven Natural Ventilation

- 1.11.1 In buildings without mechanical ventilation, the use of openable windows is recommended, even if this causes thermal discomfort. Even in buildings with mechanical ventilation, open windows can be used to boost ventilation.
- 1.11.2 Open windows in toilets with passive stack or mechanical exhaust systems, (both of which are usually found in domestic structures, may cause contaminated airflow from the toilet to other rooms so, in these circumstances, it is recommended that toilet windows remain closed.
- 1.11.3 If there is no adequate exhaust ventilation from toilets, and window airflow cannot be avoided, keep windows open in other spaces to achieve crossflows through the building.

1.12 Humidification has no Practical Effect

- 1.12.1 COVID-19 is resistant to environmental changes and is susceptible only to a very high relative humidity (RH) above 80% and a temperature above 30°C, which is not acceptable for reasons of thermal comfort.
- 1.12.2 The reason humidification is suggested in winter (up to a level of 30%) is because nasal systems and mucous membranes are more susceptible to infections at very low RH of 10-20%. However, from March, climatic conditions will see RH higher than 30% in all European climates, without humidification.

1.13 Safe use of Heat-Recovery Devices

- 1.13.1 Virus particles in extract air can re-enter the building. Heat-recovery devices may carry over the virus attached to particles from the exhaust airside to the supply airside via leaks. In rotary heat exchangers (including enthalpy wheels) particles deposit on the return airside of the heat exchanger surface, after which they might be resuspended when the heat exchanger turns to the supply airside.
- 1.13.2 Based on current evidence, REHVA recommends turning off rotary heat exchangers temporarily during SARS-CoV-2 episodes. Its document goes on to state: if leaks are suspected in the heat-recovery sections, pressure adjustment or bypassing can be an option to avoid a situation where higher pressure on the extract side causes air leakages to the supply side.
- 1.13.3 Transmission via heat-recovery devices is not an issue when a HVAC system is equipped with a twin-coil ('run around' coil) or other heat-recovery device that guarantees air separation between return and supply side.

1.14 Avoid the Use of Recirculation

- 1.14.1 The guidance document says virus particles in return ducts can re-enter a building if centralised air handling units have recirculation. It recommends avoiding central recirculation during COVID-19 and closing the recirculation dampers, even if there are return air filters, as the guidance says these don't normally filter out viruses.
- 1.14.2 It also advises that decentralised systems, such as fan coil units that use local circulation, should be turned off to avoid resuspension of particles at room level. If they can't be turned off, they should be cleaned regularly.



2 COVID-19 - Team Briefing - *Return to work after Easing of Lockdown*

2.1 Background

- 2.1.1 Many companies of all types have been shut since widespread limits on everyday life were imposed on 23 March.
- 2.1.2 The Prime Minister revealed his roadmap out of lockdown on Sunday 10th May after which there has been a reduction of the Lockdown requirements including an expected reduction in the social distancing requirement, it is accepted that there will be changes in the workplace but that these must not reduce the protection provided by Health and Safety compliance.
- 2.1.3 COVID-19 is an infectious virus spread from person to person most commonly via droplets created when people speak, cough or sneeze. Because it's a very recent disease, scientists are not yet certain of precisely how easily the virus spreads and how long it can survive in the air or on surfaces. Touching a surface which contains the virus and then rubbing your eyes, for example, can be a possible source of infection.
- 2.1.4 At the time this Team Brief was written the government are continuing to ease restrictions further and suggest that reduced hot-desking in offices and alternatives to social distancing where it is not possible are among the measures which will enable more workplaces to reopen, these also include the requirement of additional hygiene procedures, provision of physical screens and the use of protective equipment including PPE and CPE.
- 2.1.5 Other measures available include ensuring an adequate airflow within offices, minimising the number of people using equipment, staggering work times and maximising homeworking where this can be done.
- 2.1.6 A word of caution regarding the easing of the lockdown, it has been stated that in the event of the "R" Number rising, there is a likelihood that the lockdown measures will be re-introduced, and that these could possibly be on a regional basis, as this is the case it is essential that every person understands that they can make a difference and that compliance with the instructions and guidance given by the Government is adhered to.

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2.2 Understanding the “R Number” and its Importance

- 2.2.1 The R stands for “effective reproduction number” and is a way of measuring how a disease spreads through a population. If the R of a disease is one, then on average every person infected with the disease will go on to infect one more person.
- 2.2.2 If the R is higher than one, then that means that a disease will keep on spreading to more and more people. If COVID-19 had a R of 2, that means that every person with the disease could go on to infect two new people, so if you start with 100 infected people, they would infect 200 people who would then go on to infect 400 people.
- 2.2.3 Even if the R is a lot lower – say 1.2 – the disease would still move through a population really quickly. Those 100 infected people would infect 120 people, who would then infect 144, then 173, then 208. In just four rounds of transmission, the number of people each time would double. Mathematicians call this phenomenon exponential growth, and it explains why coronavirus infected so many people all over the world so quickly.
- 2.2.4 But the opposite is true, if the R is below 1, then an epidemic will eventually fizzle out altogether. If R was 0.7, then 100 infected people would go on to infect 70 people, who would go on to infect 49, then 34 and so on. That’s why anything over one is bad news, but the further under one R goes, the better off we are.

2.3 Return to Work Considerations

- 2.3.1 As always, the starting point is to comply with the obligations in sections 2 and 3 of the **Health & Safety at Work Act 1974** and all reasonably practicable steps must be taken so as to ensure the health, safety and welfare of workers and anyone else impacted by the operations of the company. This includes keeping up to date with the work-related risks posed by COVID-19, as well as planning and implementing all reasonably practicable risk reduction measures.
- 2.3.2 More specifically, there is the requirement in Regulation 3 of the **Management of Health and Safety at Work Regulations 1999** to make “suitable and sufficient” risk assessments of the health and safety risks faced by employees, as well as non-employees who are affected by our operations. Risk assessments must be in writing where there are 5 or more employees in an organisation; and they must be reviewed or updated when the circumstances change. Circumstances and knowledge about COVID-19 risks change quickly, so there is a need to keep abreast of the latest developments and act accordingly.
- 2.3.3 The HSE website says their regulatory approach will “take a flexible and proportionate account of the risks and challenges arising from the pandemic”. This could include fee for intervention notices, improvement notices, prohibition notices and even criminal prosecution.
- 2.3.4 From the notification of the HSE it may be tempting to assume that all employers have difficulties with their COVID-19 planning, separation/social distancing measures and provision of PPE, so the chances of facing criminal enforcement action are low, which could be a misplaced assumption because it downplays the very real fears and anxieties that many workers may be experiencing and the potential that they, or their household members, may die as a result of acts or omissions of the Employer.

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- 2.3.5 We appreciate that there may be worker anxiety about a safe return to work and plans have been made that accommodate workforce demographics and individual vulnerabilities, including age, pregnancy, mental health and relevant illnesses.
- 2.3.6 Where applicable we will keep up to date on potential evidence of Black, Asian and Minority Ethnic (BAME) vulnerability and plan accordingly. We have taken account of a wide range of relevant information, including the attitude of our Employees on returning to work, the individual commuting options and even whether your household members have vulnerabilities or are shielding, and have considered adjusting duties and prioritising successive waves of return to work to accommodate these individual variables, this will be an ongoing process throughout the life of the pandemic and be available as a template in case there is a return of the threat, or a similar pandemic at a future date.
- 2.3.7 We realise that on occasions that it may be necessary to breach the social distancing guideline but other mitigation such as the provision and use of masks, which are not actually PPE as they are used to protect a patient being treated in less hazardous times or in industrial use for the protection of a product, such as pharmaceuticals and food from being contaminated by those manufacturing them.
- 2.3.8 Personal Protective Equipment (PPE) such as gloves and eye/face protection and in some situations Respirators to FFP3 Standard are for hazardous situations where a Risk Assessment has identified their need, including situations where this is a legal requirement, although these are unlikely to be related to COVID-19 itself, with the exception of persons working in medical and care organisations or, where further consideration has also been given as to how the duration of close proximity can be reduced.
- 2.3.9 Above all, we are required to risk assess any concerns, mitigate the hazards and document in writing the balancing arguments we have considered in order to demonstrate that we have done everything so far as reasonably practicable, and have done so.

2.4 Return to Work Process - General

- 2.4.1 Now that the return to work is commencing this will need to be carried out under strict conditions, the general guidance issued is that you should avoid driving somewhere unless it's absolutely essential, if you will be driving when returning to work the advice given includes to always carry an alcohol-based hand sanitiser with you, to use this to periodically to sanitise your hands and to rub down the door handles, steering wheel and other parts that you use when driving, particularly after working, when you've been into a shop/suppliers or when re-fuelling the vehicle, as you may have touched a contaminated surface.
- 2.4.2 To protect those with whom you may come into contact in the course of your work, it is necessary for you to ensure to the best of your ability that you are not suffering from COVID-19, or that nobody in your home is infected or showing symptoms, before you leave for work each day.
- 2.4.3 We will adopt a system regularly used in the food and pharmaceutical manufacturing industries which will the requirement to sign a declaration on the initial return of each person stating that to the best of their knowledge their presence will not adversely affect their work colleagues, this declaration will also be required from all persons visiting our offices. The reason for this is to assist us to protect all of our colleagues, and others who may be affected, from COVID-19 in offices under our control.

2 COVID-19 - Team Briefing - *Return to work after Easing of Lockdown*

- 2.4.4 If you, or somebody in your home, are infected or have symptoms, then you must all follow the Government guidelines and stay away from work, self-isolate, take steps to get a test and not return to work until you have been declared clear of the infection.
- 2.4.5 Part of the government's 5-pillar strategy for coronavirus testing involves testing people who have coronavirus-like symptoms to see if they currently have the virus.
- 2.4.6 Testing is most effective within three days of symptoms developing, the list of those who are eligible to register for a test is growing, currently the likes of police officers, teachers, those in the justice system, transport workers, supermarket and food production workers, public and environmental health staff, journalists and transport workers are included.
- 2.4.7 Those who are returning to work must remember that the COVID-19 situation has caused many changes to be made, including taking out of use fingerprint access systems and touch screens, often used for "signing in and out" of a workplace. We will have in place a method for "signing in and out" when the return to work commences that will not necessitate people using methods that require the use of keypads, touch screens or paper systems they sign themselves.

There are currently welfare facilities for making hot drinks, heating meals, taking breaks and taking refreshment, some of these are shared and some may not be under our control therefore, despite the fact that you would ensure that you wash your hands prior to entry/use, social distancing arrangements must be complied with.

- 2.4.8 We all have a duty to ensure that the facilities used are clean and free from food/drink debris and waste also that bags/holdalls are not placed on seats or tables, we cannot be sure that contamination will not still occur therefore, until the health of all of our colleagues can be assured to the best of our ability, some of you will have been notified that you should bring packed meals/snacks and drinks from home as the rest/eating/drinking facilities will temporarily be unavailable for use.

2.5 Return to Work Issues – Travelling To/From

- 2.5.1 Where people travel to work and it is necessary to share a vehicle it is foreseeable that there is a risk of COVID-19 being transmitted amongst them, which in turn will help raise the "R number" again, hence the explanation of this term provided earlier, this was provided to help clarify the reason for social distancing, especially in cases where people share vehicles to get to work, and the need to ensure that prior to use each day vehicles are cleaned/sanitised to reduce the likelihood of transferring the virus.
- 2.5.2 That said, this is an ideal time for those using a vehicle as a means of getting to/from work to ensure that these vehicles are cleaned out and that all unnecessary items are removed which will assist the cleaning/sanitisation process and in turn help protect those travelling in them, and those who are part of their household, as well as others you work with.
- 2.5.3 Vehicles are breeding grounds for germs and viruses, we're often in and out of them, which means we're always bringing germs and bacteria from outside areas into our cars/vans; if you're sharing a vehicle with someone else, you're also putting yourself in a prime position - a small, enclosed space with little air circulation - to catch any viruses your co-passenger has, particularly if the windows are shut.

2 COVID-19 - Team Briefing - *Return to work after Easing of Lockdown*

- 2.5.4 Due to the close proximity of persons using the same vehicle for access to/from workplaces and when those people are from different households, wearing a face covering will reduce the likelihood of the others being exposed to droplets from a person's mouth which could be contaminated, a simple method which covers the mouth and nose is adequate.
- 2.5.5 Before leaving home in the morning or the workplace/site at night, wash your hands and apply a 70% alcohol-based hand sanitiser to them, this will help stop the spread of the virus should you have touched a contaminated surface prior to leaving.
- 2.5.6 Commonly touched surfaces during the working day need to be cleaned following the guidelines issued that we have all seen and using suitable standard cleaning products.
- 2.5.7 As an example, the parts which can become a risk, and therefore need to be sanitised in vehicles which are used to transport persons from different households to/from work and those that may be used by other drivers such as fleet vehicles include;

Door handles	Door storage pockets	Grab handles	Radio controls	Handbrake
Seatbelt	Fuel tank lid opener	Seats & upholstery	Centre console	Switches
Steering wheels	Rear view mirror	Bonnet opener	Windscreen	Glovebox
Air conditioner vents	Paddle shift levers	Side mirror adjusters	Keys	Cup holder
Pillar covers between doors	Sat-nav controls	Gearstick	Power window openers	Flat surfaces on and above the dashboard

- 2.5.8 The boot of vehicles can harbour the virus as well, as this is one place that sees the most foreign items in the form of materials from suppliers and shopping/shopping bags from outside work where applicable. Remember to apply the sanitiser to all the most commonly touched parts of the vehicle.
- 2.5.9 These are examples of the risk relating to a vehicle therefore the risk can be increased when you use facilities and equipment which other people use, which it is foreseeable could become contaminated
- 2.5.10 Wherever you are during the working day the same attention needs to be paid to surfaces that are commonly touched, and social distancing practices complied with, where this is not practicable, then the risk must be lowered by other means and the infection

Dynamic Risk Assessment

110 - Contractor Employees Working at Premises other than our Offices During COVID-19 Restrictions

This is the risk assessment we have done for our Parasol employees. You could also use this as a template for your own colleagues.

22nd June 2020

This document is the property of Parasol and authority is given for it to be used as a template

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Dynamic Risk Assessment Record

Ref No.	PARASOL/DYN/110
Task/Operation	Parasol Employees Liable of Exposure to COVID-19 Whilst Working at Premises Other Than Our Own
Location	The Various Premises of Organisations our Employees Work at
Date of Initial Assessment	26th June 2020
Assessment Review Date	Under Continuous Review but No Later Than 26th June 2021

At the time this assessment was carried out the Government had stated that in England there is a need to keep the country running but that such work must be carried out in a way that that public health is not compromised, i.e. in compliance with their Staying COVID-19 Secure in 2020, (this is likely to be updated at times, such as changes to the social distancing rule), and any new distance will still need to be fully complied with at all times.

We recognise that we have a legal Duty of Care to protect our Contractor Employees from harm when working at the premises of the numerous businesses over which we have no direct control, and have drafted this COVID-19 Risk Assessment that we trust will provide valuable assurance to you and which can be used as a template and benefit as the organisations you work with as they address their own quest for compliance.

Our intention is to ensure that organisations where our Contractor Employees work do not put them at risk, and have themselves implemented suitable and sufficient safe working practices and other controls as identified in their own COVID-19 Risk Assessments, which meet our expectations, and for which the Agencies through which you work .

All Contractor Employees of Parasol are required to comply fully with the mandatory instructions related to their protection from the COVID-19 virus put in place by the organisations at whose premises they are working.

In the unlikely event that our Contractor Employees believe that the COVID-19 arrangements and controls provided by the organisations at which they are working are inadequate, they should raise their concerns with their line manager at the end client site.

This assessment is "dynamic" it will be kept under constant review, take account of the growing knowledge and experience of the virus available to the Government, the changes made by them and the controls included in this Risk Assessments will be adapted accordingly.

Should any Contractor Employees then continue to have any concerns concerning the health and safety provision in their workplace, they should follow the normal Parasol procedure of contacting the Employee Support team.

Assessor	Terence A Ablett
Assessor's Signature	

Dynamic Risk Assessment Record



Hazard Rating Calculation

Calculate **Likelihood X Consequence = Risk Level**

(Higher Numbers = Higher Risk Level / Priority - See Guidance Below)

Likelihood of Exposure

Taking Account of History of Task Being Carried out with Current Controls in Place

Improbable **1** | Unlikely **2** | Likely **3** | Very Likely **4** | Certain **5**

Consequences

If Hazard Is Realised

Injury, No Lost Time **1** | Injury, Less Than Statutory Reporting Days **2** | Injury, More Than Statutory Reporting Days **3** | Major Injury **4** | Fatality **5**

Guidance on Risk Level & Maximum Time for Action to be Completed Where Applicable

1-2 Very Low 3-6 Low 7-9 Medium 10-11 High 12-14 Very High >15 UNACCEPTABLE

Dynamic Risk Assessment Record

Section 1

Hazard Identified & Calculation of Residual Risk Rating with Present Controls in place

No.	Hazard	L	C	R / R / R
1	Employee exposed to COVID-19 at Premises they Work At	2	4	8
Those who may be affected		<i>Operatives and others in the immediate area</i>		

Section 2

Controls Used to Manage Above Risk, Where This Cannot be Eliminated

1a	We comply fully with the Government’s lockdown measures which have reduced the number of people outside their homes or workplaces who may carry the virus and infect others, we fully understand that these measures are under continuous review by the Government and expected to be increased if/as the number of persons affected increases and that our positive actions can make a difference to the outcome.
1b	Our Contractor Employees work at business premises in various locations where we have no local control but still have a Duty of Care for our Contractor Employees, which in such cases will be administered by the Management Teams at those premises, and this Risk Assessment applies to all such locations.
1c	Parasol are following the advice from the Government which applies to our business premises and our Duty of Care for others who may be affected by our activities at those places, we will adapt our controls in compliance with that guidance if/as it is updated and it is our expectation that organisations who are hosts to our Employees have adopted an approach equal to this.
1d	Contractor Employees of Parasol have been instructed that they are only be allowed to attend the workplace if they are not knowingly suffering from COVID-19, they have not been contacted by the NHS Test and Trace Team, (or any alternative initiated), and told that they have tested positive or they or any other person in their household are self-isolating.
1e	Social distancing arrangements such as staggered start/finish working times, staggered rest breaks, spaced seating are used within our offices and everybody is encouraged to wash and sanitise their hands prior to and following their consumption of food/beverages on the premises, it is our expectation that where our Employees work at premises not under our control, arrangements equal to those we provide are in place at those places.

Dynamic Risk Assessment Record

Section 2

Controls Used to Manage Above Risk, Where This Cannot be Eliminated (continued)

1f	We will ensure that COVID-19 guidelines are updated as necessary and communicated through this policy for employees and through the Coronavirus Support Hub hosted on the Parasol website for Agencies who place you in organisations.
1g	We make it clear to the Agencies who place our Contractor Employees work that serious consideration should be given where rest rooms are used to consume their own food/drink ,that instructions are given and enforced that every person using them is to remove all of their own waste food/drink debris together with its wrappings at the completion of every rest period and to dispose of it in a lidded waste disposal bin.
1h	Contractor Employees who work at organisations where they are placed by Agencies and find that it is not possible to ensure that kettles, microwave ovens, toasters etc cannot/may not be able to be kept free from contamination by touch, should advise their line manager at that place of their concerns.
1i	Contractor Employees who work at organisations where they are placed by Agencies and find that facilities provided for hand washing and drying are not compliant with Government guidelines should advise their line manager at that place of their concerns.
1j	Contractor Employees should ensure that there is adequate ventilation provided at their workplace and that where this includes air conditioning, no air is recirculated. If this is not the case, they should advise their line manager at that place of their concerns.
1k	Contractor Employees should ensure that Legionella Testing has taken place following the lockdown and prior to the return to work to ensure that it is safe to run, and if this is not the case, should advise their line manager at that place of their concerns.

Parasol - Point-Of-Work Dynamic Risk Assessment

Section 3

Other Hazards Identified at Point of Work – Indicate Those Relevant by Blocking Out

1 Other Hazard (Please Identify in Section 4)	2 Other Hazard (Please Identify in Section 4)	3 Other Hazard (Please Identify in Section 4)
---	---	---

IF OTHER HAZARDS ARE IDENTIFIED AT THE POINT OF WORK, INDICATE WHAT THIS IS / THESE ARE IN THE CHART ABOVE THEN SHOW THE HAZARD NUMBER IN THE POINT-OF-WORK ASSESSMENT PANEL BELOW, (WHERE NECESSARY IDENTIFY THE HAZARD, I.E. IN CASES WHERE 'OTHER' IS IDENTIFIED ABOVE) THEN LIST THE CONTROL MEASURES YOU WILL PUT IN PLACE, FINALLY, USING THE HAZARD RATING CALCULATION DETERMINE THE RESIDUAL RISK RATING WITH THESE NEW CONTROLS IN PLACE

Section 4

Point-Of-Work Assessment Panel

Hazard Identified, Controls Used to Manage It & Residual Risk Rating Calculation

Hazard Identified	Comment & Extra Controls Where Necessary	L	C	R / R / R

Parasol - Point-Of-Work Dynamic Risk Assessment

PPE For Controls Indicated In Sections 2 & 4 - PPE Is The Last Resort In The Hierarchy Of Controls



HEAD
as necessary



EYES
as necessary



FACE
as necessary



WELDING
as necessary



OPAQUE
as necessary



AIRFED
as necessary



FULL FACE
as necessary



HALF FACE
as necessary



DISPOSABLE
as necessary



EAR PROTECTION
as necessary



GLOVES
as necessary



BOOTS
as necessary



WELLINGTONS
as necessary



BODY PROTECTION
as necessary



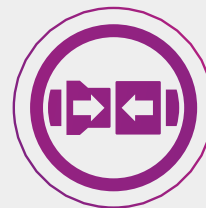
HI VIZ
as necessary



LIFEJACKET
as necessary



HARNES
as necessary



SEAT BELT
as necessary

Where two or more similar items are highlighted, a choice can be made e.g. This could be between eye protection & face protection dependent upon the risk assessment & level of risk.

The pictograms above identify the PPE to be worn, hard hats, hi-viz, gloves & protective footwear will be worn at all times.

COVID-19 Safe Return to Work Review

26th June 2020

This document has been provided for your information & assistance by Parasol

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Disclaimer: The information contained within this document is provided with the best of intentions and no claim is made that it is scientifically correct in every instance however it is hoped that it is useful to the users and will raise issues which will assist them in devising a safe return to work for their organisation and its Employees following the easing of the COVID-19 lockdown. COVID-19 is a new virus about which things are being constantly learned this means that guidance will change as more is understood and the information included in this document is basic, gleaned from various sources that were current at the time it was drafted.

COVID-19 – Safe Return to Work Review

The Return to Work & Mitigation

Have you considered?	Yes	No
Whether you are fully aware of the current guidelines covering COVID-19 Workplace Secure		
Whether a specific COVID-19 Risk Assessment been completed for your workplace		
Were your Employees and their representatives involved in making the COVID-19 Risk Assessment?		
Whether staff have been informed of/trained in any new or changed procedure prior to their return to work		
Compliance with your duty to communicate the result of the COVID-19 Risk Assessment to your Employees		
Where feedback was provided, have you reviewed this, acted upon it or explained why you haven't if this is the case		
Whether you have implemented a process to ensure that the COVID-19 Risk Assessment is under constant review		
Whether you have a robust process in place to ensure that when there are changes to the COVID-19 Guidance, the Risk Assessment is updated as necessary		

Reception of Clients, Customers, Visitors, Contractors, Service Engineers, Suppliers, Deliveries/Collections etc

Have you considered?	Yes	No
Has the person at reception been provided with adequate COVID-19 protection e.g. a physical barrier/screen, face mask, visor, gloves, cleaning wipes, sanitiser etc		
If it's necessary for Visitors to wear Personal Protective Equipment (PPE) or Communal Protective Equipment (CPE) such as face masks/coverings, are they required to provide their own or will it be made available to them by the Receptionist		
If a communication procedure is in place that makes Visitors aware of the arrangements for PPE/CPE at the premises before they arrive		

COVID-19 – Safe Return to Work Review

Reception of Clients, Customers, Visitors, Contractors, Service Engineers, Suppliers, Deliveries/Collections etc

Have you considered?	Yes	No
Is a COVID-19 Declaration required for completion by Employees on their return to work for the first time, those Employees who work at other offices and/or Clients, Visitors, Contractors, Service Engineers, Temporary Employees who need to enter the premises, and are these readily available		
Introducing thermal screening for all persons prior to allowing them to enter the premises		
Whether an agreement has been made with organisations who make regular deliveries for contactless deliveries to be made		
Whether your Reception Staff have the authority to refuse acceptance of deliveries that require signing for		
Whether your Reception Staff have the authority to refuse access if the Visitor(s) appear unwell		
In the event that there is a need for those accessing reception to complete a form/sign a document, have disposable pens been made available for them if they do not have their own, and is there a "post box" readily available into which they can place their completed/ signed document rather than handing these to the Receptionist		
Is it absolutely necessary for "visits" to be made to the premises or could these be achieved remotely e.g. via Conference Calls, Skype, Zoom		
Where it is necessary for people to physically visit the premises is there a limit on the number of Visitors at one time		
Has the need for non-essential service calls by Service Engineers and/or Contractors been reviewed and suspended, reduced or rescheduled		
Where service calls are essential is there a procedure to "manage" these to ensure COVID-19 safety including planning them so that the need for interaction / overlap with those working at the premises is reduced to the minimum		
Whether a robust system is in place to keep an audit trail of all Visitors including collecting and record contact details of all, so that they can be contacted should a COVID-19 case become apparent on site and a visitor could be infected		
If a dedicated entry/exit point/route can be provided for Visitor of all types which would assist in minimising contact with those who work at the premises		

COVID-19 – Safe Return to Work Review

Workplace/Workstations

Have you considered?	Yes	No
Whether you have adequate arrangements in place for parking by those who use a motorcycle/cycle to travel to work		
Whether you have adequate storage space for extra clothing/baggage for those who use a motorcycle/cycle or walk to work		
Whether it is possible to get to/from the toilets, rest room, printers/photocopiers whilst complying with the current social distancing		
Whether the layout of the workstations/working surfaces are adequately configured or, where necessary, physical protection such as screens are provided, to ensure that social distancing measures are acceptable		
Is "hot desking" prohibited and workstations assigned to one person		
If there is a need to share workstations due to the introduction of split work times or shifts, have instructions been issued that require each user to clean, tidy and sanitise the workstation prior to them leaving it each time the occupant changes		
If workstations are shared have instructions been issued that encourage the new user of a workstation to sanitise the workstation prior to them commencing its use		
Whether there are adequate supplies of disposable cleaning cloths/wipes, cleaning fluids, sanitisers, gloves, masks, eye/face protection readily available for use as required		
Whether there are adequate arrangements in place to ensure that social distancing can be complied with at the workstations		
Whether screens have been erected where persons are required to sit facing each other at workstations, or where the space between them is not in compliance with the social distancing		
Introducing a "Buddy" system where people are required to work in close proximity to carry out operations that cannot be accomplished single handedly		

COVID-19 – Safe Return to Work Review

Access/Egress/Internal Movement

Have you considered?	Yes	No
Whether everybody in the premises/office has been notified that in an Emergency/ Security incident the social distancing measure do not apply		
The provision of hand sanitation at entry/exit points and in easily accessible places throughout the workplace		
Tasks where people have to pass items to each other by hand and whether these can be mofified		
If there is adequate signage displayed throughout the premises to remind people of the COVID-19 requirements & are these reviewed regularly to ensure their accuracy and that they are not damaged or obstructed		
Adjusting patterns of work time to reduce the number of persons at work at one time		
Using other entrance/exit points from the workplace to reduce congestion at peak times		
The introduction of one-way pedestrian routes throughout the premises		
Marking the direction of travel and currently compliant social distances		
Reducing the number of persons using lifts at one time, where this is practical		
Having a person in each work team whose role includes ensuring that there is adequate infection control occurring		

Ventilation

Have you considered?	Yes	No
If necessary, arranging to have Legionella Tests carried out prior to the reintroduction of staff to the workplace where air conditioning is used		
Whether windows can be opened and used to increase ventilation with fresh air		
Where baffles that allow the recirculation of air are part of your air conditioning system, have these been turned off		
How ventilation and the circulation of air which help dilute the virus could be improved		

COVID-19 – Safe Return to Work Review

Cleaning & Sanitising the Workplace

Have you considered?	Yes	No
The full amount of cleaning & sanitising required		
Drawing up a schedule for a cleaning & sanitising programme		
The adequacy of the current stock of cleaning and sanitising material & tools and periods between replenishment to ensure a continuous supply		
If everybody who will be required to clean/sanitise their workstation/work area has been trained/instructed in the correct procedure		
If there is adequate access to cleaning stations which contain all types of materials and tools required in every area		
The adequacy of the hand washing and sanitising provisions for every area		
Who is responsible for every cleaning/sanitising task e.g. workstations, keyboards, touchpads, hard surfaces, door handles, switches & sockets		



COVID-19 Safe Return to Work Declaration

Location of Office Building	
Date Declaration Completed	
Name of Employee / Visitor – Please Print	
Signature of Employee / Visitor	
Employer	

26th June 2020

This document has been provided for your information & assistance by Parasol



COVID-19 - Employee / Visitor Declaration

COVID-19 Key Questions

		Yes	No	
1	Do you have any of the main COVID-19 symptoms? (Please See Overleaf)			<i>If YES, please inform your Manager / Inductor / Host Immediately</i>
2	Have you suffered from any of the symptoms overleaf in the last 7 days?			<i>If YES, please inform your Manager / Inductor / Host Immediately</i>
3	Is anybody in your household self-isolating?			<i>If YES, please inform your Manager / Inductor / Host Immediately</i>
4	Is anybody in your household suffering any of the symptoms overleaf?			<i>If YES, please inform your Manager / Inductor / Host Immediately</i>
5	Are you at High Risk (Clinically Extremely Vulnerable) from COVID-19? you should have received a letter from the NHS			<i>If YES, please inform your Manager / Inductor / Host Immediately</i>
6	Are you at Moderate Risk (Clinically Vulnerable)?			<i>If YES, please inform your Manager / Inductor / Host Immediately</i>
7	Do you live in the same household of a person or persons who are at risk due to them being Clinically Extremely Vulnerable or Clinically Vulnerable ?			<i>Please be extra careful whilst here and Stay Safe</i>
8	Have you been briefed on the COVID-19 Risk Assessment and Safe Operating Procedure?			<i>In the unlikely event that your response is NO, please stop whatever you are doing and inform your Manager / Inductor / Host Immediately</i>
9	<p>If you develop any of the symptoms of COVID-19 whilst at work / visiting our office, you need to:</p> <ul style="list-style-type: none"> • Ensure that your Manager / Supervisor / Host is informed • Make arrangements to return home immediately to self-isolate • Avoid touching anything not required by your work • If you are coughing or sneezing, do so into a tissue and ensure that it is disposed of into a receptacle that is for such purposes when related to COVID-19, has a lid and will be safely removed from the building. 			

Parasol Communicator of COVID-19 Risk Assessment and Safe System of Work

Name <i>Please Print</i>	Signature	
Position	Date	

Symptoms of Coronavirus (COVID-19)

Symptoms can range from mild to severe illness



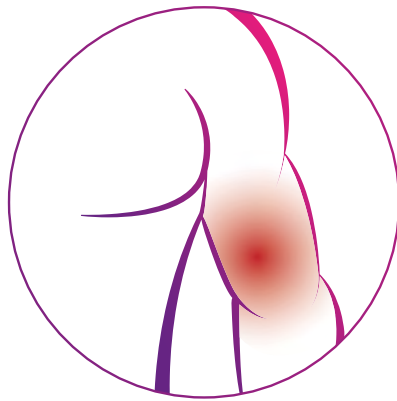
Cough



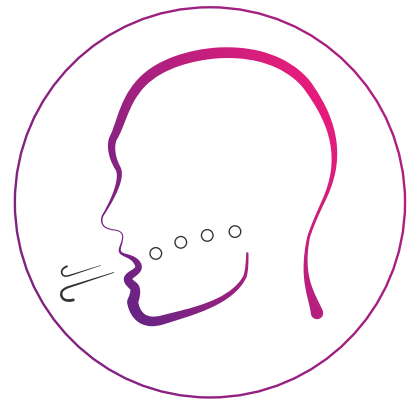
Fever



Chills



Muscle pain



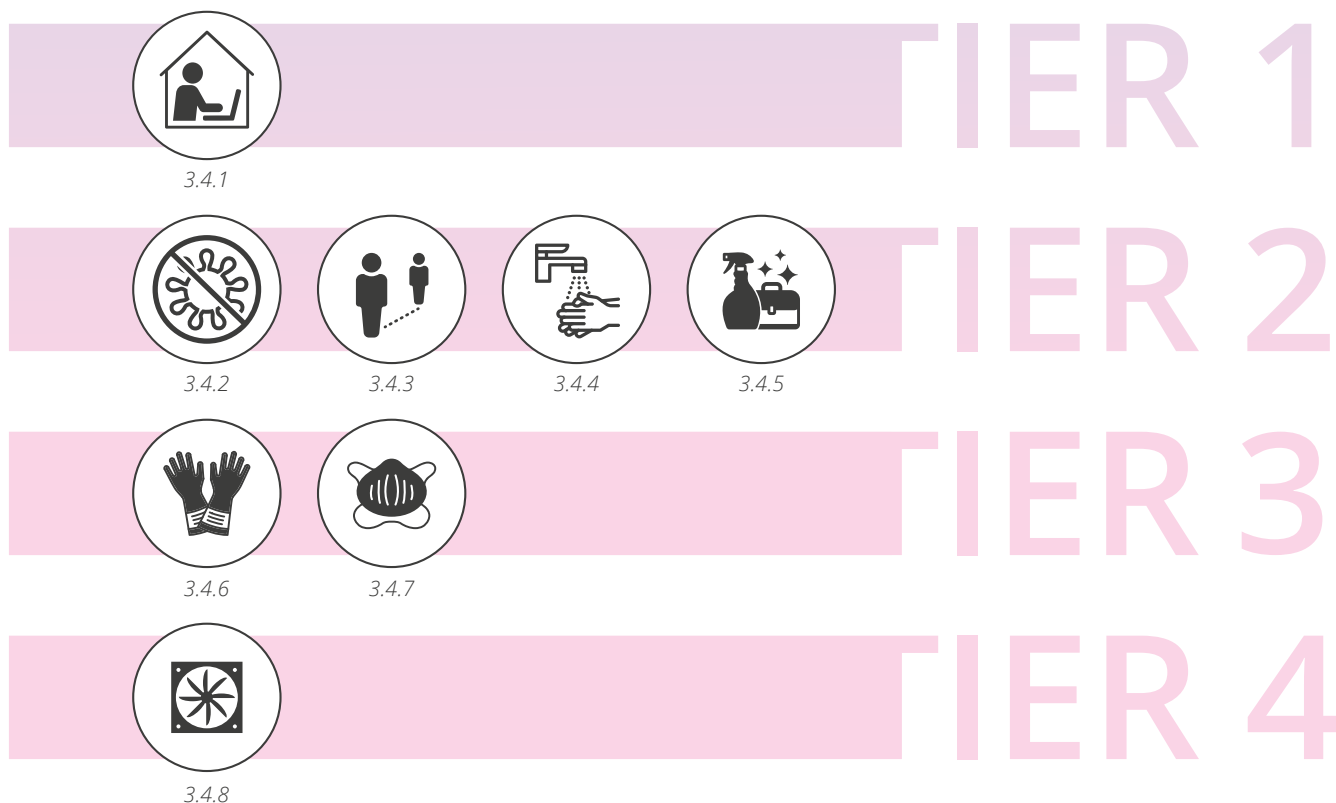
Shortness of breath



Sore throat



New loss of taste/smell

**Tier 1:**

3.4.1 **Avoid all personal contact** – Working remotely is the only completely effective measure

Tier 2:

3.4.2 **Health surveillance** – Keep known or suspected infected persons out of the workplace

3.4.3 **Social distancing** – Keep 2 metres between people at all times, unless this is not practical (rather than inconvenient), protective screens for public facing staff, physical separation along pedestrian routes and common areas, one-way systems for pedestrian routes, close kitchens/canteens and instruct staff to bring packed lunches/drinks for their own consumption, stagger start/leave/break times, provide signage, enforce the rules

3.4.4 **Personal hygiene** – Frequent hand washing, avoid touching surfaces & objects, avoid touching face, cough/sneeze into disposable tissues, restrict the use of work equipment to one person, don't share, no hot-desking, Employees sanitise their own workstation/equipment, all waste in sealed bags

3.4.5 **Workplace cleaning** – Frequent cleaning and sanitising of surfaces and objects people touch, disposal of used tissues and paper hand wash towels into lidded bins and the arrangements for their final disposal. It is not sensible to use hot air dryers for hand washing as this causes particles of virus to become airborne

Tier 3:

3.4.6/7 **PPE & CPE** – Wearing barriers to infection including gloves, visors, overalls, aprons, face masks/coverings, system in place for disposal into lidded bins and sealed bags for final disposal

Tier 4:

3.4.8 **Workplace ventilation** – Dilution & removal of airborne virus particles, also consider the hazards associated with air-conditioning filters being changed, the Safe System of Work used by Ventilation Engineers for accomplishing this and their final disposal, this may also impinge upon work carried out in ductwork.

3.5 Appendices

Public Health England Guidance on How to Wear and Make a Cloth Face Covering

A cloth face covering should cover your mouth and nose while allowing you to breathe comfortably. It can be as simple as a scarf or bandana that ties behind the head.

Wash your hands or use hand sanitiser before putting it on, after taking it off and after use.

Avoid touching your eyes, nose, or mouth at all times and store used face coverings in a plastic bag until you have an opportunity to wash them.

Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose.

Once removed, make sure you clean any surfaces the face covering has touched.

You should wash a face covering regularly. It can go in with other laundry, using your normal detergent.

When wearing a face covering, take care to tuck away any loose ends.

Making Your Own Face Covering - 1

It may be that it becomes difficult to obtain masks from suppliers therefore the Public Health England Guidance on making your own masks has been included, in case you have not obtained this elsewhere and need these for your journey to/from work.

Using a T-shirt

You will need:

- An old T-shirt that you do not want anymore (ideally size small or extra small)
- Scissors

Step 1: Cut a straight line across the width of the T-shirt (front and back) approximately 20cm from the bottom of the T-shirt (*fig 1*).

Step 2: From a point 2cm below the top right-hand corner of the fabric, make a 15cm horizontal cut through both sides of the fabric that is parallel to the top of the rectangle (*fig 2*).

Step 3: Cut down towards the bottom of the fabric until you reach approximately 2cm above the bottom edge. From here, make another 15cm cut that runs parallel to the bottom of the fabric to make a rectangle that can be discarded (*fig 3*).

Step 4: To make the ties, cut open the edge of the 2 long strips of fabric. Unfold the main piece of fabric and place over the mouth and the nose. The 4 strips act as ties to hold the cloth face covering in place and should be tied behind the head and around the neck.

fig 1:

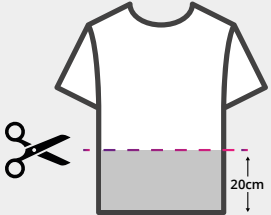


fig 2:

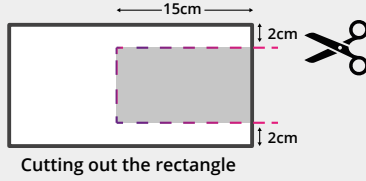


fig 3:

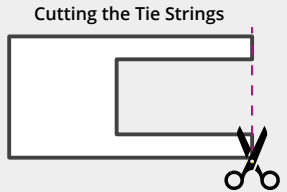


fig 4:

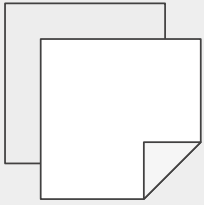


3.5 Appendices

Making Your Own Face Covering - 2

A Sewn Cloth Face Covering

You will need:



Two 25cm x 25cm squares of cotton fabric



Two 20cm pieces of elastic (or string or cloth strips)



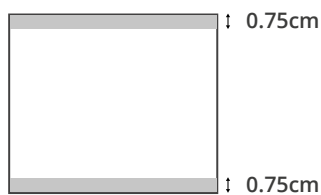
A pair of scissors



A needle and thread

Step 1: Cut out two 25cm x 25cm squares of cotton fabric. Stack the 2 squares on top of each other.

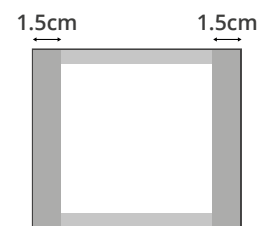
fig 1:



Fold Over the Top & Bottom Hem

Step 2: Fold over one side by 0.75cm and hem (fig 1), then repeat on the opposite side. Make 2 channels by folding the double layer of fabric over 1.5cm along each side and stitching this down (fig 2).

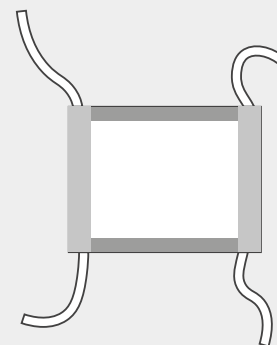
fig 2:



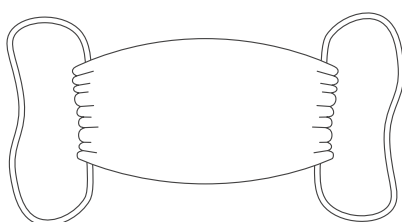
Fold Over the Sides & Hem

Step 3: Run a 20cm length of elastic (or string or cloth strip) through the wider hem on each side of the face covering (fig 3). These will be the ear loops. Use a large needle to thread it through. Tie the ends tightly. If you only have string, you can make the ties longer and tie the covering behind your head.

fig 3:



Threading the Ear Loops & Sewing into Place



Completed Face Covering, Knots Tucked in & Cloth Slightly Gathered

Step 4: Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the covering on the elastic and adjust so the covering fits your face. Then securely stitch the elastic in place to keep it from slipping. These elastic loops fit over the ears.

3.6 Appendices

Stay at Home Guidance for Households

- Incubation period + maximum 14 days
- Day 1 is the first day of symptoms
- The 14-day period starts from the day when the first person in the house became ill
- If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for 7 days
- If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period
- Household members who remain well stay in self-isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person
- Household members do NOT need to restart the clock if others become symptomatic during the 14 days self-isolation

		Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
Example Household 1	Person in Household																								
	A	X	+ 7 Days from becoming ill						✓																
	B			X	+ 7 Days from when they became ill						✓														
	C		+ 14 Days from when person A became ill														✓								
D		+ 14 Days from when person A became ill														✓									

Example Household 2	A	X	+ 7 Days from becoming ill						✓															
	B			X	+ 7 Days from when they became ill						✓													
	C													X	+ 7 Days from when they became ill						✓			
	D		+ 14 Days from when person A became ill														✓							

Key **X** = When illness started – first day of symptoms **✓** = Allowed to go out again

3.7 Appendices



HM Government

1. Is your journey necessary?

Before you travel you should consider whether your journey is necessary. You can reduce pressure on the public transport system and road network by:



Working from home



Shopping locally and less frequently



Walking and cycling

2. Plan your journey



Plan ahead and use a direct route



Can you travel off-peak?



Take a face covering and, if you can, hand sanitiser

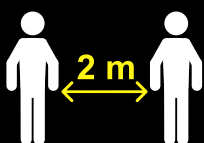


If you require assistance you should continue to request this as you normally would



Wash or sanitise your hands before beginning your journey

3. On your journey



Maintain 2 metre distance where possible



Wear a face covering



Use contactless payment where possible



Be patient and follow instructions from transport staff



Wash or sanitise your hands as frequently as possible

4. Completing your journey

When finishing your journey, you should:



Follow guidance at your destination



Walk and cycle from public transport to your destination, where possible



Wash or sanitise your hands as soon as possible

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES

For further information visit www.gov.uk/coronavirus

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 keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of employer _____ Employer representative signature

Employer _____ Employer name _____ Date _____

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

COVID Alert Levels



HM Government

Level	Description	Action
5	As level 4 and there is a material risk of healthcare services being overwhelmed	Social distancing measures increase from today's level
4	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially	Current social distancing measures and restrictions
3	A COVID-19 epidemic is in general circulation	Gradual relaxing of restrictions and social distancing measures
2	COVID-19 is present in the UK, but the number of cases and transmission is low	No or minimal social distancing measures; enhanced testing, tracing, monitoring and screening
1	COVID-19 is not known to be present in the UK	Routine international monitoring

