DARLINGTON Borough Council

Corporate Risk Assessment for Working during COVID-19

Darlington Borough Council is committed to providing a COVID-secure workplace and to ensure the health and wellbeing of our staff, service users and the public. The council will keep everyone updated on actions being taken to reduce risks of exposure in the workplace. Guidance provided by Gov.uk and Public Health is adhered to at all times.

If staff are likely to be in contact with persons who have COVID-19 or suspected COVID-19, a specific safe system of work must be in place and implemented.

Services are required to adopt and implement this Corporate Risk Assessment for working during COVID-19 to manage the risk of COVID-19.
If services cannot follow the control measures in the Corporate Risk Assessment, managers MUST speak to the Health and Safety Team to determine any additional control measures required BEFORE work activities recommence, this may include;

- Reviewing risk assessments to identify specific control measures for the service,
- Completing the 'Key Activity Assessment – working within 2m',
- Developing specific safe systems of work.

The below Hierarchy of Controls must be implemented in services;
- Think about the risks associated with work activities – make sure your risk assessment and safe systems of work allow for staying Covid-19 secure.
- Consider who should go to work, who can work from home and who you may come into contact with.
- Ensure you have arrangements for maintaining social distancing, don't forget about managing customers, visitors and contractors.
- Think about cleaning regimes and encouraging good hygiene standards.
- Identify whether there is a requirement for PPE or face coverings in your service.

Further information, including specific guidance Working Safely during COVID-19, is available on the Governments Website -
https://www.gov.uk/coronavirus

DARLINGTON Borough Council

GROUP	DIVISION/SECTION	ACTIVITY
Darlington Borough Council - Corporate	All Service Areas	Working Safely during COVID-19

Staff/ Manager:	Advising Health and Safety Team Member if involved (and others):	Date First Completed:	Dates Last Reviews:			Next Review Due:
Chief Officers Board for Comments	Health and Safety Team in consultation with Public Health and Trade Unions	19th May 2020	12.06.2020 26.06.2020 20.07.2020 17.08.2020 21.09.2020	13.10.2020 17.11.2020 05.01.2021 10.02.2021 08.03.2021	07.04.2021 07.05.2021 29.07.2021	Ongoing Review

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Exposure to COVID-19: • Contaminated surfaces when accessing or working in council workplaces. • Not maintaining good hand hygiene • Inability to comply with the 2m social distancing • Contaminated work wear – taking infection home/ out of the workplace	6	3	MED	• Vulnerable Persons • Staff • Service users • Public • Contractors • Volunteers • Elected Members	6	1	LOW	All staff are to be vigilant and ensure they always maintain good hygiene practices. Staff must report any ill health to their manager and report any positive tests to manager and HR and manager to record on MyHR
Wellbeing impacts due to the pandemic and workloads etc. work-related stress	4	4	MED		4	2	MED	Managers must ensure arrangements are in place to monitor implementation of control measures (evidence of monitoring must be kept)
Increased agile/ home working resulting in changes to workstation set ups	4	4	MED		4	2	MED	
Inability to implement emergency procedures in buildings	6	3	HIGH		6	1	LOW	**Further control measures**

	S	L	R		S	L	RR	
Use of equipment etc. that has not been maintained during the pandemic	6	3	HIGH		6	1	LOW	Where possible, provide alternatives to touch-based security devices such as keypads.
Staff returning to work when training has lapsed/ skill fade etc.	5	3	MED		5	2	MED	Where possible review current provision and consider providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible
Vulnerable persons returning to work	5	4	HIGH		5	1	LOW	
Lack of PPE/ incorrect wearing of PPE	5	3	MED		5	1	LOW	Where relevant consider electronic signing in systems for visitors/ contractors etc.

Risk assessment key
- S = Severity
- L = Likelihood
- R = Risk rating
- RR = Residual risk rating

Control Measures

Vulnerable Persons

- Those people that have been identified as being clinically extremely vulnerable, you will have previously received a letter from their NHS or your GP.
- The current guidance states that CEV do not need to shield but as a minimum, follow the same guidance as everyone else. A List of CEV can be found in the government guidance on shielding and protecting people who are CEV from COVID-19.
- Any employee considered to be at higher risk must have a vulnerability assessment completed by Occupational Health. Employees in the higher risk category include clinically vulnerable clinically extremely vulnerable, and applies to employees who have remained at work, as well as those who continue to work from home.
- Manager are required to speak to staff to identify whether they are in one of the higher risk groups and complete the COVID OH referral and COVID-19 Personal Risk Assessment or Pregnancy Risk Assessment and forward to their HR Advisor.
- CEV employees whose roles cannot be done from home (either in part or at all) are now able to return to the workplace with advice from Occupational Health. If the vulnerability assessment which they undertook previously is still valid and up to date (i.e. there have been no material changes to the individual's health,

medication or to the work environment), then no further OH assessment is required. If there have been changes, then an OH assessment must take place before the employee can return to the workplace. Review circumstances with the member of staff and record on the form 'Vulnerability Assessment for Shielding Staff to Return to Work from 1st April 2021'.

Exposure to COVID-19

- If you, or someone you live with, has Coronavirus symptoms, a new cough or temperature, lack / change of sense of taste or smell, you must self-isolate in the line with the stay at home guidance, you must contact your manager to let them know in the same way as if you were going to be absent from work. If you have symptoms of Coronavirus you can arrange a free NHS COVID-19 test – further information is available on the Intranet Covid-19 FAQ.
- If you develop or display COVID-19 symptoms; of a new cough or temperature lack / change of sense of taste or smell while at work, etc. you should inform your line manager and return home straight away and follow the Government's self-isolation guidance.
- If an employee has tested positive the manager shall identify when the individual was last in work and gather as much information as possible regarding working patterns to identify close contacts, including discussing with relevant individuals. This includes incidents (e.g. being coughed on), face to face conversations, working within a metre or contact situations where social distancing of 2 metres may not have been adhered to. This information shall be discussed with Public Health. The manager must also arrange for the work area to be thoroughly cleaned. For further information please refer to the COVID-19 FAQ's on the intranet.
- Managers should record sickness absence in MyHR (time and attendance) under 'infectious disease/coronavirus. if an employee has been diagnosed with/is showing symptoms of coronavirus, is self-isolating AND cannot work from home. Please also inform Helen Whiting, HR manager, of any confirmed cases.
- Identification of the requirement to self-isolate may be from an individual themselves, or notification from the NHS app, contact tracers or Public Health.
- See the supporting information at the end of the risk assessment, for the definition of a close contact.

Rapid Lateral Flow Tests

- Everyone in England will be able to access free, regular, rapid coronavirus testing from 9 April. Employees are encouraged to take a free rapid coronavirus (COVID-19) test twice a week, particularly those who are not working from home or who are working from home and go into their workplace occasionally.

General Phased Return to Working

- Staff must continue to work from home unless their manager has permission from an assistant director or head of service to return to the workplace.
- All staff are required to complete the Academy 10 module – Getting back to work safely during COVID-19. For staff that do not have computer access managers can print off a PDF version to go issue to and discuss with employees. Managers should actively check that this is completed via the AC10 dashboard (full details

available when you log onto Ac10). The Working Safely COVID-19 module can be accessed more than once, therefore employees can refresh their understanding of the measures by redoing the module.

- The Property Services Manager will determine capacities in offices, any identified maximum room or work area capacities must not be exceeded.
- Consideration must be given to staggering start and finish times and breaks, and shift patterns/ rotas to match people to the same team each time and splitting people into smaller contained teams. This MUST be clearly communicated to employees.
- All staff returning to their normal working duties **must be re-inducted into the workplace by their manager** and include the following;
  - o Topics such as changes in services, procedures, work tasks, how specific queries or issues are being addressed, or changes in supply arrangements.
  - o Discussions must also include details of any new working arrangements to accommodate Government and Public Health guidance, including social distancing, and emergency/ welfare arrangements.
  - o Staff MUST follow building specific arrangements.

Wellbeing

- Managers should have regular discussions with employees and identify the need for any reasonable adjustments and/or ongoing support.
- The COVID 19 Personal Risk Assessment for Vulnerable Persons, or a Stress Risk Assessment and Wellness Action Plan, should be completed where issues or concerns have been identified. COVID-19 Wellbeing and Support guidance for managers is available on the Health and Safety pages on the Intranet.
- Teams should support each other, and any concerns are to be escalated to the manager.
- Briefings have been circulated via HR on mental health, contacting mental health first aiders and accessing counselling support.
- Work Related Stress Policy and Procedure in place and if required stress risk assessment and wellbeing action plan to be completed.

Social Distancing

- Staff should maintain 2m social distancing from people outside of their household wherever possible. If social distancing of 2m cannot be maintained staff must contact their manager for further advice and a safe system of work will be developed in liaison with the Health and Safety Team, where applicable, managers to completed key activities assessment – working within 2m.
- In enclosed spaces where social distancing cannot be maintained, managers are to ensure that staff are provided with a face covering that must be worn. Any employee identifying as exempt from wearing a face covering, must inform their manager and a personal risk assessment must be completed, which will identify whether additional control measures are required to undertake the activity.

- Signage can be obtained by contacting the Property Services Manager and workplaces should be marked out with tape/ stickers at 2m intervals, and signs displayed, to remind people of the social distance. Some workplaces may have introduced a one-way system – these will be clearly marked and staff must follow the system.
- Only one person is permitted into any kitchen areas, unless signed otherwise, and canteen/ bistro facilities etc. are to remain closed – staff should provide their own packed lunch wherever possible.
- A maximum of two persons are permitted in multi cubicle toilet areas, unless signed otherwise.
- Staff are encouraged to take breaks in outside areas and must not congregate.
- Maximum occupancy for lifts is one person or one household (unless a medical emergency) and regulated use of corridors, lifts and staircases – notices are displayed to advise of the restrictions.
- Staff are encouraged to use the stairs – if other persons are on the stairs staff should stand back and allow them to exit or pass before entering the stairwells.
- Non-essential trips within workplaces are discouraged and staff must not linger in corridors or other communal areas.
- Barriers may be required to manage queues etc. to separate people from each other.
- Reception or similar areas will have screens installed to create a physical barrier between people. If it isn't possible then alternative control measures will be required. Face coverings are not required for staff working behind a sneeze screen.

Test and Trace

- Managers should retain records of; the names of staff attending the workplace, contact phone number for each member of staff and the dates and times that staff are at work. This is to be retained for 21 days. Buildings with electronic door entry systems retain records of entry, staff must ensure they swipe entry to the building etc. as these records may also be used for test and trace.
- Businesses are also encouraged to continue displaying QR codes for customers wishing to check in using the NHS COVID-19 app, or to continue collecting customer contact details to support NHS Test and Trace, however this will no longer be a legal requirement.

Visitors, including Contractors and Member of the Public

- Encourage the use of remote working tools i.e. Microsoft Teams, Zoom etc. to avoid in-person meetings.
- Communicate that anyone with Covid-19 symptoms must not enter the premises.
- Where other persons are required to visit the workplace, guidance on social distancing and hygiene should be explained before their arrival, or where not possible on arrival.

- Ensure hygiene arrangements, such as use of hand sanitiser, are in place if visitors to the workplace are required to sign in. Visitors should not use the same pen where possible and alternatively sign in with their own pen, or a receptionist sign in on their behalf. Visitors are required to socially distance from reception areas and signage should be displayed to reiterate this.
- Ensure arrangements are in place for limiting the number of visitors by providing specific appointment times and restricting access to required visitors only. If queues are likely to form services must ensure they have specific arrangements in place to reduce the numbers of persons in a queue and manage any queues that do form i.e. floor markings, barriers, monitoring etc.
- Schedule for essential services and contractor visits to allow for reduced interaction and overlap. Where possible consider if some contracted services can be undertaken outside of normal hours.
- Managers to be aware of the settings where the public are required to wear face covering. Visitors to council buildings are requested to wear a face covering before entering these settings and must keep it on until they leave, unless there is a reasonable reason for removing it or they are exempt from wearing a face covering.
- Staff should not prevent access those that do not wear a face covering, staff should offer a face covering to anyone not wearing one. Staff should be made aware of hidden disabilities, the sunflower lanyard scheme and reasons why persons may be exempt from wearing a face covering.
- Face coverings for the visitors can be sourced by emailing ppe@darlington.gov.uk.

Hygiene, Cleaning and Hand Sanitising

- Cleaning regimes in workplaces were increased at the start of the pandemic – increased cleaning will be maintained by the Building Cleaning Team, including regularly cleaning door handles, banisters, light switches. Cleaning safe system of work to be followed, this is available on the health and safety intranet pages.
- Additional cleaning may also be carried out by employees. Where employees are carrying out cleaning using Milton, follow the safe system of work for cleaning available on the health and safety pages on the intranet. When using cleaning wipes/materials, employees must follow the instructions for use, displayed on the label.
- Keep hands and face as clean as possible, avoid touching the face. Wash hands often using soap and water and dry them thoroughly. Where not available hand sanitiser to be provided.
- Handwashing facilities or hand sanitisers to be available at entrance and exit points and staff are encouraged to use them when entering and exiting.
- Provide hand drying facilities – either paper towels or electrical driers.
- Do not store or leave hand sanitisers in direct sunlight (including in the car) and do not use near naked flames or other ignition sources. If hand sanitiser has become heated due from sunlight/ external temperatures, cover with a towel and remove to a shaded/ cool area – do not attempt to use heated hand sanitiser. Always ensure that instructions for use are followed and that the sanitiser dries naturally on hands before continuing work activities. Reference should be made to the COSHH risk assessment on the health and safety intranet page.

Training

- Before staff return to work managers must ensure the training matrix has been reviewed and staff are provided with refresher training where required.
- Where there is the possibility for skill fade managers must discuss this with staff and look to gradually re introduce to work providing adequate support, information, guidance. Monitoring and supervision are essential.
- Additional toolbox talks may be required before staff return to work, and at regular intervals.
- All staff are required to complete the Academy 10 module – Getting back to work safely during COVID 19. For staff that do not have computer access, a PDF version is available on the Health and Safety pages on the intranet for managers to print off and issue to and discus with employees. Managers should actively check that this is completed via the AC10 dashboard (full details available when you log onto Ac10). The Working Safely COVID-19 module can be accessed more than once, through the revisit essential training modules. This allows employees to refresh their awareness of the contents of the presentation if required, i.e. if staff are returning to work after a period of absence.

Emergency Arrangements

- First aid assessments of needs must be regularly reviewed. Managers are responsible for ensuring there is adequate first aid provision for their service. Up to date guidance for first aiders is available on the Health and Safety Intranet pages. Provision of first aid safe system of work to be followed.
- Evacuation controllers should ensure appropriate fire evacuation arrangements are in place within each workplace, including an adequate number of fire wardens. If there are persons returning to work with a PEEP, managers must ensure arrangements are in place for their evacuation.
- In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.
- All incidents must be reported in accordance with corporate arrangements, using Airsweb.

Equipment

- Any equipment that is to be used must have been serviced and maintained before use. Equipment must be visually inspected before use, any sign of obvious fault, failure or defect - the equipment must not be used. Consideration must be given on how to safely restart equipment and machinery that has been de-energised for a period of time – manufacturer instructions must be adhered to.
- Equipment may need to be cleaned before use.
- The Compliance and Performance Manager has ensured that statutory testing and inspection is maintained, any queries on the use of equipment should be directed to him.

Working in or from a vehicle/ Travelling / Accessing Transport.

- Avoid multi occupancy vehicles where possible. Staff shouldn't travel with someone from outside of their household.
- If it is not possible to avoid multi occupancy the number of people in vehicles should be kept to a minimum and allow for social distancing, consider leaving seats empty.
- If social distancing (2m, or 1m with mitigation where 2m is not viable) cannot be maintained in vehicles ensure the same people are paired together wherever possible and occupants must sit side-to-side not face-to-face.
- Clear signage should be in place in vehicles to outline social distancing measures.
- Provide adequate ventilation by switching on ventilation systems that draw in fresh air and/or opening windows.
- Inside surfaces of vehicles must be regularly cleaned and between shifts for shared vehicles and waste/ belongings removed at the end of each use.
- Hand sanitiser must be available in all vehicles.
- The driver and passengers to wear a face covering.
- Breaks should not be taken in vehicles. If breaks are to be taken in vehicles then they must be staggered, well ventilated and cleaned afterwards using provided sanitiser.
- Refuelling is to be single person.
- If goods are to be collected, schedule times for collection.
- If deliveries are to take place, maintain non-contact deliveries. For routine deliveries prepare for goods to be dropped off to a previously agreed area.
- Two person deliveries/ lifts are to be avoided.
- Where there is no fixed work location access to welfare must be determined and where possible portable facilities provided on vehicles for handwashing. All delivery drivers must have access to welfare facilities.
- All staff should be aware of the potential for lapse in judgement from other road users and pedestrians – the roads have been quiet and people may not give the same level of attention as before the pandemic.
- Safe systems of work are in place and available on the intranet for the transportation of service users and others in vehicles.
- If accessing public transport staff are required to wear a face covering. If using public transport for work purposes (not commuting) managers will be required to provide staff with a face covering.

Home Working

- All staff home working are required to set up a suitable workstation and complete the DSE assessment via AC10. Display screen equipment assessments (DSE) should be reviewed on a regular basis, at least every two years. Further risk assessments should be completed when your workstation, work environment or the way you use

display screen equipment changes.

- If you have previously completed a DSE assessment on Academy 10 you can access revisit the module by accessing the revisit essential training modules. Managers will receive an emailed with a copy of the DSE assessment and should discuss any actions with the employee i.e. need for suitable chair, screen etc.
- Further guidance on setting up workstations and home working is available on the intranet. This includes some simple steps to reduce the risks from display screen work and a useful HSE video that can help guide through setting up workstations at home.
- Staff must not work for long periods of time from a laptop or tablet whilst looking down, this increases the risk of musculoskeletal injury.
- Reference MUST be made to the corporate agile/ homeworking working risk assessment. If staff have any concerns, they must speak their manager in the first instance.

Visiting Other Workplaces and Uncontrolled Environments

- Visits to alternative work locations from your normal work base, where other persons are likely to be present, should only be carried out if required for service/business delivery and with the prior permission of your manager.
- You must follow any local arrangements at the place you are visiting including wearing face coverings or PPE as requested. You should check restrictions or entry requirements before attending.
- Reference must be made to the safe system of work on the health and safety intranet pages.

Indoor Workplaces, Offices and Contact Centres

- Workstations must be 2m apart to accommodate social distancing. A clear plan of the office layout should be completed identifying which desks can be used. If using a rota basis this should be reflected on office layouts displayed. BEFORE staff return to work the Property Services Manager will be determine capacities in offices and meeting rooms.
- Consideration must be given to social distancing when negotiating corridor spaces, routes past desks etc.
- It is advised that face coverings are worn by staff, Members and contractors when moving around offices, communal spaces and corridors. There are circumstances where people may not be able to wear a face covering, please be mindful and respectful.
- Workstations should be assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people. Hot desking is not permitted in the medium term and equipment such as keyboards, pens, mice etc. must not to be shared.
- Staff should face away from each other or side-to-side where possible, so they are not face-to-face.
- If using printers all users are responsible for cleaning touchable areas before and after use.
- To prevent an office or other workplace going over capacity, persons should not 'visit' other workplaces without prior agreement. Signage could be displayed to indicate the process to be followed if access is required.

- All work areas are to be regularly cleaned by the user, at least once per day.
- Cleaning wipes/materials should be available in all work areas for staff to clean their workstations and in between the use of shared equipment i.e. printers. When using cleaning wipes/materials, employees must follow the instructions for use, displayed on the label. Cleaning materials and hand sanitiser are available to order through ppe@darlington.gov.uk.
- Work areas must be clear at the end of each working day to allow the cleaning teams to surface clean available workspace.
- Good ventilation must be maintained in offices/ indoor spaces by opening windows and doors (unless fire doors) where possible, whilst maintaining thermal comfort.
- The circulation of outside air can be improved by using ceiling fans or desk fans, provided good fresh air ventilation is maintained. If desk fans are used, they should be in good working order and clean. Where possible avoid fans circulating air past multiple persons.
- To ensure there is an adequate supply of fresh air ventilation within the workplace, mechanical ventilation will also be used where necessary.
- Fan heaters can be used providing there is fresh air ventilation to the room.
- Non-essential face to face meetings should to continue to take place via video conferencing or remote working tools, where possible.
- When planning to hold face to face meetings consideration should be given to the suitability of venue i.e. appropriate size of room for the numbers attending, adequate ventilation, also consider holding outdoor meetings.
- Avoid transmission during meetings, for example by not sharing pens and other objects. When using meeting rooms, the organiser is responsible for ensuring the room is cleaned at the end of the meeting – cleaning materials, instructions for cleaning and a cleaning signature sheet will be available in each room. Building Cleaning will clean meeting rooms once per day in the main council buildings.
- Hand sanitisers to be available in meeting rooms for all participants and hold meetings in well ventilated rooms where possible.

Working in Other People's Homes

- Prior to arranging a home visit consider whether a remote meeting would be appropriate i.e. video or phone contact.
- If attendance at a property is required, reference must be made to the 'working in other people's homes' safe system of work on the intranet.
- Prior to attendance a check must be made to check the current COVID-19 status of the occupants.
  - No visits to take place or work to be carried out in a household where an occupant(s) isolating, unless it is to address a direct risk to the safety of the household.
  - Services that work in other people's homes must identify a list of occasions where it would be essential to visit a household that is shielding or in isolation.
- If a visit to a property is required, discuss control measures and amended practices with householders and clients in advance to confirm how the visit will be carried out.

- Work equipment should be assigned to an individual and not shared where possible. If there is a requirement to be shared, they should be shared by the smallest possible number of people.

Construction Work and Outdoor Working
- Managers must consider who is needed on site and where possible support staff should work from home.
- Ensure any congestion on fixed sites can be managed for example, one-way systems and additional entry / exit points.
- Sites should be separated into working zones to keep different groups of workers physically separated as much as possible. Consider using delineated work zones.
- Ensure minimum numbers attend any inductions/ training and where possible hold outdoors.
- Ensure break times are staggered for use of common areas and where possible encourage safe outdoor areas for breaks.
- Signage should be displayed to remind the public and workers to maintain social distancing. Provide signage on rights of way that cross the workplace to remind the public to maintain social distancing.
- Ensure adequate welfare facilities are available and consider providing additional facilities i.e. portable facilities, if there is a significant number of people on site. Where there is no fixed work location access to welfare must be determined and communicated. Ensure enhanced cleaning of any facilities paying particular attention to portable toilets.
- Where shower and changing facilities are required, provide clear guidance for use and cleaning to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.
- Ensure cleaning procedures are in place for shared equipment.

Clothing, PPE and Face Coverings
- Clothing should be washed regularly. It is advised that clothing worn for work is washed at the end of each working day and clean clothing worn the following day.
- Changing clothes in workplaces should normally only be considered where there is a high risk of infection or there are highly vulnerable people, such as in a care setting.
- When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. Where task based risk assessments identify the need to wear PPE, managers must ensure there is adequate provision and PPE is being worn by staff.
- There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect the wearer, but it may protect others if the wearer is infected but has not developed symptoms, this should only be implemented in cases where social distancing cannot be maintained.

- In indoor settings where social distancing cannot be maintained, managers are to ensure that staff are provided with a face covering.
- In communal areas used by members of the public, staff are required to wear a face covering.
- Any visitors to council premises are to be encouraged to wear a face covering, which they will be responsible for providing.
- Employees should be supported in using face coverings safely if they choose to wear one in other work areas.
- It is advised that face coverings are worn by staff, Members and contractors when moving around offices, communal spaces and corridors.
- There are circumstances where people may not be able to wear a face covering, please be mindful and respectful.
- Used PPE can be disposed of as normal as household waste. If you need to throw away used face coverings or PPE, such as gloves: dispose of them in your 'black bag' waste bin at home or at work, or a litter bin if you're outside, do not put them in a recycling bin as they cannot be recycled through conventional recycling facilities. Take them home with you if there is no litter bin - do not drop them as litter
- If you are working in an environment where persons are self-isolating or displaying symptoms, then used face coverings and PPE:
    - Should be put in a plastic rubbish bag and tied when full
    - The plastic bag should then be placed in a second bin bag and tied
    - This should be put in a suitable and secure place and marked for storage until the individual's test results are known.
        - This waste should be stored safely and not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.
        - If the individual tests negative, this can be disposed of immediately with the normal waste.
        - If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

Supporting Information

Close contact means:
- having face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering or a face mask)
- having been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane
- if you work in – or have recently visited – a setting with other people (for example, a GP surgery, a school or a workplace). The use of face masks and other forms PPE does not exclude somebody from being considered a close contact, unless they are providing direct care with patients or residents in a health and care setting

- Any Interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a close contact, as long as there has been no other contact such as those listed above.
- The wearing of personal protective equipment (PPE) will not be considered as a mitigation when assessing whether a recent contact is likely to have transmitted the virus. Only full medical-grade PPE worn in health and care settings will be considered.

- If wearing a **face covering** the following is advised:
    - Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
    - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
    - Change your face covering if it becomes damp or if you've touched it.
    - Continue to wash your hands regularly.
    - If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
    - Practise social distancing wherever possible.
    - If you have any medical conditions or any other reasons why a face covering cannot be worn, you MUST discuss this with your manager and where required a personal risk assessment is to be completed.
- Used PPE can be disposed of as normal as household waste. If you need to throw away used face coverings or PPE, such as gloves: dispose of them in your 'black bag' waste bin at home or at work, or a litter bin if you're outside, do not put them in a recycling bin as they cannot be recycled through conventional recycling facilities. Take them home with you if there is no litter bin - do not drop them as litter
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    - This waste should be stored safely and not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.
    - If the individual tests negative, this can be disposed of immediately with the normal waste.
    - If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.