



DISABILITY EQUALITY (NW) LTD COVID-19 HEALTH AND SAFETY POLICY Revision History

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1 POLICY STATEMENT

Disability Equality (nw) Ltd (hereinafter referred to as the “**Company**”) is committed to ensuring the health, safety and welfare of all employees and recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Company activities during the COVID-19 pandemic. In order to discharge its responsibilities, the Company will:

- Bring this Policy Statement to the attention of all employees;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with our employees on matters affecting their health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Eliminate risks to health and safety, where possible;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Ensure that emergency procedures are in place for dealing with the virus;
- Maintain our premises, and provide and maintain safe equipment;
- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;



- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate training and ensure that all employees are competent to do their tasks safely;
- Provide information, instruction and supervision for employees; and
- Regularly monitor and revise policies and procedures.

This policy statement will be reviewed and revised as necessary to reflect changes to the Company's activities and any changes to legislation or government guidance. Any changes to the policy will be brought to the attention of all employees.

2 PURPOSE

The purpose of this policy is to describe the measures we have put in place to protect our employees and others not in our employment from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

3 SCOPE

This policy applies to all staff within the Company (*meaning permanent, fixed term, and temporary staff, any third-party representatives or sub-contractors, agency workers, volunteers, interns and agents engaged with the Company in the UK or overseas*).

4 RESPONSIBILITIES

The overall responsibility for management of the risks presented by COVID-19 rests at the highest management level; however, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

Trustees

Trustees shall ensure that:

- This policy is communicated across the Company and the control measures identified are implemented and adhered to;
- Everyone is aware of their responsibilities and has a clear understanding of their areas of accountability;
- The necessary resources are provided to introduce and maintain COVID-19 control measures;
- They lead by example and are actively committed to the successful implementation of this policy; and
- This policy is regularly reviewed and reflects current government guidance and legislation.

The Company has identified the following as having key responsibilities for the implementation of the COVID-19 control measures:



Chief Executive Officer

The Chief Executive Officer shall ensure that:

- A COVID-19 Risk Assessment is conducted and is suitable and sufficient;
- The principles of social distancing and all risk control measures are effectively communicated to all staff;
- They keep themselves up to date with developments and guidance relating to COVID-19;
- Safe systems of work are developed and implemented where needed;
- COVID-19 incidents inside and outside of work are recorded, investigated and reported where needed;
- Personal protective equipment (PPE) is available as required;
- Staff are encouraged to report hazards and raise concerns;
- A programme of regular and effective cleaning takes place;
- A procedure to deal with any diagnosed cases or instances of staff displaying symptoms of COVID-19 is implemented;
- Sufficient stocks of all materials, including soaps and hand sanitisers, are maintained; and
- Any staff who are susceptible to COVID-19 are identified and appropriate action is taken to ensure their safety.

Managers

Managers shall ensure that:

- Staff adhere to the preventive measures identified in the COVID-19 Risk Assessment and work safely;
- Safety training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner;
- Employees are fully trained in COVID-19 risk control measures;
- Safe systems of work are developed and implemented as necessary;
- Appropriate monitoring and supervision is carried out to ensure adherence to COVID-19 risk control measures;
- Staff are encouraged to report hazards and raise concerns;
- HR is notified, if a staff member reports that they or someone they live with are diagnosed or start to display symptoms of COVID-19;
- Good communication is in place between management and employees, particularly where there are Company and procedural changes; and
- Where necessary, they look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. illness of family members or anxiety about the general safety of their loved ones.

Employees

All employees shall ensure that:

- They take reasonable care of their own safety and the safety of others affected by their actions;
- They adhere to the preventive measures identified in the COVID-19 Risk Assessment and work safely;
- They follow any information, training and instruction provided for their health, safety and welfare during the COVID-19 outbreak;



- They use all equipment, safety equipment, devices and protective clothing as directed;
- They remain at home and notify their line manager without delay if they or someone they live with are diagnosed or start to display symptoms of COVID-19;
- They raise any issues or concerns with their line manager or safety representative; and
- They comply with and accept the arrangements contained in our COVID-19 Health & Safety Policy.

Staff carrying out cleaning activities

All staff carrying out cleaning activities must:

- Take reasonable care of their own safety and the safety of others affected by their actions;
- Submit their health and safety policy and relevant risk assessments to us for approval if not employed by the Company;
- Comply with and accept our COVID-19 Health & Safety Policy;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Use all equipment, safety equipment, devices and protective clothing as directed;
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others; and
- Ensure that chemicals are used appropriately and that contact times are followed.

5 COVID-19 HEALTH AND SAFETY RULES

The Company shall make every reasonable effort to enable the majority of staff to work from home as a first option. Where working from home is not possible, we shall make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people two metres apart wherever possible, or more than 1m where 2 isn't possible). To support this working practice, all staff must:

- Adhere to the control measures identified in the COVID-19 Risk Assessment;
- Maintain high standards of personal hygiene in the workplace, including increasing the frequency of handwashing in line with company guidelines and instruction;
- Report any diagnosis of COVID-19 or symptoms (including that of members of their household) to their Manager and refrain from attending work until further instruction; and
- Make use of any PPE deemed necessary for their protection from COVID-19.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, the Company will consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between employees and other staff in accordance with the measures prescribed in the Company's COVID-19 Risk Assessment.



6 BUSINESS STATUS

Our current business status will determine the measures we need to put in place to manage the risks presented by COVID-19.

Premises and activities closed

Although we are maintaining delivery of all services, some of our business activities have been temporarily suspended (e.g. home visits and face-to-face group activities) and our premises have been partially occupied during the COVID-19 pandemic, the Company recognises that there are important checks that we still need to perform. As such, we shall ensure that our premises and buildings are checked, cleaned and sanitised periodically so that they remain safe and ready to be reoccupied when the government announcement is made. We shall ensure that prior to reoccupation, reopening checks are undertaken to ensure all necessary COVID-19 risk control measures can be implemented, in line with the COVID-19 Risk Assessment (updated daily).

Working from home

The Company recognises its duty of care to its employees and shall make every reasonable effort to enable working from home as a first option to reduce the transmission of COVID-19, until (at least) **31st August 2020**. In doing so, we will assess the suitability of the role for homeworking and undertake a Homeworking Risk Assessment where it is agreed.

Returning to work

Prior to implementing a phased return to work at our premises after lockdown, the Company will consider the following:

- Are there any staff who can continue to work from home?
- Which staff cannot work from home and must therefore return to work?
- Who will need to be furloughed until further notice?
- Be sensitive to staff wishes and take into account results of the Covid 19 Staff survey where possible.

This will then inform the Company on who is at risk when we reoccupy our premises and what risk controls to implement. We shall ensure that prior to reoccupation, reopening checks are undertaken to ensure all necessary COVID-19 risk control measures can be implemented.

7 ARRANGEMENTS

The following sections sets out the arrangements the Company has put in place to fulfil its commitment to controlling the risks presented by COVID-19 at work, prior to the phased return to work at our premises after lockdown (planned from September 2020). **A more detailed recovery plan for each of the departments/services, Step 1 (until August 2020) and Step 2 (post September 2020) is set out in Appendix 1 of this Policy.**

COVID-19 Risk Assessment



The Company shall make a suitable and sufficient assessment of the risks presented by COVID-19 in the workplace. The assessment will be documented, and a record made of all significant findings. Results of the risk assessment will be shared with all staff through the online shared drive. The assessment will continue to be reviewed **weekly** to ensure it remains suitable and sufficient.

People who are more susceptible to COVID-19 Risk Assessment

The Company employs a large percentage of people with lived experience of disability and long-term conditions and recognises that many of our employees may be at increased risk of severe illness from COVID-19. All employees have been asked to work from home where possible until at least 31st August 2020. If staff cannot work from home, they may, depending on the risk assessment results, be able to work onsite, whilst observing the infection control and social distancing measures in place within the COVID-19 Risk Assessment. If they have to spend time within two metres of other people, we will carefully assess and discuss with them whether this involves an acceptable level of risk.

Employees who are living with an individual who is more susceptible to COVID-19, have been encouraged to work from home where possible until at least 31st August 2020. If staff cannot work from home, they may be able to work from our premises, whilst observing the infection control and social distancing measures in place within the COVID-19 Risk Assessment.

Social distancing

The Company will assess all work activities to ensure that they meet social distancing measures. To achieve this, the Company will avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least two metres (three steps) between individuals wherever possible. This advice applies both to inside the workplace and to where staff may need to interact with customers, contractors or visitors.

The Company will ensure that:

- Where it is possible to maintain two metres between persons, floor markings are used to indicate appropriate distancing (particularly in reception and the kitchen area);
- A Rota will be put in place so that staff work, on allocated desks, at least two metres apart and will not be facing each other, or are based at home for an extended period;
- Where face-to-face contact is essential, it is kept to 15 minutes or less (wherever possible) whilst maintaining the 2 metre distance.
- One-way signage may be used to direct movement in communal areas;
- Entry is controlled so that the premises do not become overcrowded;
- Additional signage is used to ask customers/staff/volunteers/contractors/visitors not to enter the premises if they have symptoms;
- If feasible, plexiglass barriers will be placed at points of regular interaction (i.e. reception) as an additional element of protection for workers and customers. Where bodily contact is likely, we will ensure that this plexiglass is cleaned and disinfected as often as is feasible in line with standard cleaning procedures.
- The use of digital and remote transfers of material is encouraged where possible (rather than paper format);



- Team meetings and group meetings are maintained through video conferencing, as these would not be possible whilst observing social distancing at two metres.

Infection control and effective hygiene

There are important actions that employees can take to help prevent the spread of COVID-19. The Company will promote:

- Regular and thorough handwashing by employees and cleaning hands more often than usual;
- Good respiratory hygiene (the 'catch it, bin it, kill it' approach); and
- No handshaking or physical contact.
- Social distancing measures

The Company will also:

- Place sanitising hand rub dispensers in prominent places around the workplace and make sure that they are refilled regularly;
- Make tissues available in the workplace for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them;
- Minimise contact with individuals who are unwell by ensuring that those who are diagnosed with or displaying symptoms of COVID-19 do not attend the workplace; and
- Minimise contact with other employees by altering, as much as possible, the environment (such as office layout) and eating areas (such as staggered break times).

Notices and posters promoting infection control best practice will be displayed throughout our buildings. The 'Staying COVID-19 Secure in 2020' poster will be displayed in reception.

Staff must wash hands thoroughly and in particular:

- **After coughing or sneezing;**
- **After going to the toilet; and**
- **Before eating and drinking.**

Cleaning regime

It is possible that COVID-19 can be spread by touching contaminated surfaces and then touching your eyes, nose and mouth. Cleaning an area with normal household disinfectant will reduce the risk of passing the infection on to other people. The Company recognises the importance of a thorough and effective cleaning regime and will introduce cleaning of regularly-used hand contact points throughout the working day. These include:

- Door handles;
- Banisters;
- Door number access pads
- Alarm keypads
- Post franking machine
- Photocopier/Scanner
- and Regularly-touched items (like kettle, fridge door etc).



Food

Staff are encouraged to bring in their own food to work each day, subject to the following:

- Staff wash their hands using soap and water for 20 seconds before and after eating;
- Areas are kept clean and tidy and dirty dishes are put in the dishwasher;
- A frequent clean and disinfect regime of regularly-touched surfaces is in place, using standard cleaning products; and
- Meal times are extended/staggered to avoid crowding in key areas such as the kitchen.

Personal protective equipment (PPE)

The Company will carry out a risk assessment to determine whether PPE is required to be worn in the workplace and for particular activities. However, changing our habits, cleaning and hygiene are the most effective measures in controlling the spread of the virus. Current guidance is that wearing a respirator in non-clinical settings is not required; there may be some activities where we would encourage staff to wear face coverings and appropriate PPE (e.g. as face-to-face home visits or group activity sessions are implemented). However, the Company will remain alert to guidance and modify its policy accordingly.

Site visitors and contractors

The Company will need to take the necessary measures to protect staff from the risks of COVID-19 through visitors, contractors and others coming to site. Unless absolutely essential, the Company will aim to limit visitors and contractors to the workplace in order to reduce the risk of transmission. If visitors attend our site, we shall seek assurances that all visitors have implemented their own COVID-19 arrangements to include the protection of others.

All visitors shall be inducted by their host and:

- Will be made aware of our COVID-19 arrangements;
- Will be given adequate information to ensure their safety, including emergency information;
- Must adhere to applicable health and safety instructions and rules during their visit; and
- Must wear any protective clothing as required.

Any accidents/incidents involving visitors are reported through the accident reporting arrangements.

Employees visiting other premises

The Company will carry out a risk assessment of all employees who undertake visits to other places as part of their work and shall appraise them of the measures they need to take to protect themselves from contracting COVID-19. The assessment will consider the safest form of transport.

When driving to a client's home, employees should ensure that they have adequate alcohol hand rub with them in order to clean their hands before onward travel. The interior of the car and door handles will need to be regularly cleaned.



Getting to work

The Company encourages employees to use their own car, cycle or walk to work and to maintain good social distancing and follow the hand hygiene guidance. Where employees are required as part of their employment to share a vehicle, they shall ensure, where possible, that this is with the same persons (i.e. working in cohorts). Windows should be kept open where possible. Employees should wash their hands after being in the vehicle and ensure that the internal areas are regularly cleaned with a disinfectant.

Public transport

When using public transport, employees should attempt to avoid rush hour times and aim to social distance (where possible) and must wear a face covering. If there is a need to sneeze, they should sneeze into tissues or the upper part of the sleeve. Employees should wash their hands for 20 seconds after to using public transport or at least use alcohol hand rub.

First aid

The Company will undertake a first aid risk determine the level of first aid provision required on site. The assessment will take into account:

- The status of the business office (open or partially open);
- The activities that continue and the level of risk they present; and
- The number of staff on site and the availability of trained first aiders and training of other persons who can respond to an incident.

The risk assessment will be reviewed regularly to ensure such arrangements are adequate.

Accidents and incidents

Certain COVID-19 incidents are RIDDOR reportable. The Company shall ensure that a report is made under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) in relation to COVID-19 when:

- An unintended incident at work has led to someone's possible or actual exposure to COVID-19. This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to COVID-19.

Statutory checks

The Company will ensure that statutory inspections as required under health and safety legislation continue to be undertaken. Checks on such items as lifting equipment and pressure systems will be undertaken in accordance with the inspection schedule for as long as they continue to be used. If difficulty is encountered trying to arrange for the inspection and the due date expires, the Company will undertake and document a separate risk assessment if it wishes to continue using the equipment. The assessment will demonstrate whether it is safe to continue to use the equipment and reasons for arriving at that decision.



Fire safety

The Company recognises it is likely that our fire risk has changed during the lockdown. As such, we will review our Fire Risk Assessment to ensure it remains compliant with the Regulatory Reform (Fire Safety) Order 2005. We will review and communicate findings to all staff. Prior to reoccupying the workplace, we shall ensure that fire alarms and emergency lighting functions properly, all fire extinguishers are in their correct location, and fire doors are robust. We will also ensure that we have a sufficient number of fire marshals in place to undertake proactive checks and respond in the event of an emergency situation.

Dealing with emergencies

The Company will develop an effective COVID-19 Emergency Plan outlining how it will deal with a suspected case of COVID-19 in the workplace. The plan will be communicated across the business so that everyone understands what action will need to be taken should someone experience symptoms or be confirmed as having the virus. In the event of a suspected case of COVID-19 where the person potentially could have spread this to others, we will communicate all relevant findings and necessary actions to those affected, including employees and other relevant parties.

Staff information and training

The Company will provide clear instructions and information and adequate training to its employees on COVID-19. We will ensure that everyone has the right level of information and training on:

- The hazards and risks they may face, if any;
- The measures in place to deal with those hazards and risks, if necessary; and
- How to follow any emergency procedures.

Employees will also be reminded that they also have responsibilities under health and safety law to:

- Take care of their own health and safety and that of others;
- Co-operate with their employer to help us comply with health and safety legislation;
- Follow any instructions or health and safety training provided;
- Tell us about any work situations that present a serious and imminent risk; and
- Let us know about any other failings they identify in our health and safety arrangements.

The Company will select the most appropriate means of effectively providing information and training on COVID-19.

8 MONITORING

The Company recognises the importance of checking that we are managing COVID-19 risks in the workplace. Such checks provide the confidence that the control measures and other arrangements we have implemented are working properly or, if not, how we could do things better in the future.

We will set up an effective COVID-19 monitoring system in which we will proactively manage the risk through a programme of workplace checks performed at suitable intervals. We will also monitor the health of employees to ensure no risks are introduced.



9 REVIEW

The Company will review this policy on a monthly basis to ensure it remains effective and aligns with current government guidance and legislation. We will work with staff to assess what is and isn't working and continually refine our controls so that they offer the best possible protection against COVID-19.

APPENDIX 1

COVID-19 SERVICE RECOVERY PLAN

Step 1: Home Working during Lockdown from 23rd March 2020 – [at least] 31st August 2020

Department/ Service	Pre-Covid Delivery	Assessment	Impact	Actions
Lancashire Independent Living Service (LILS)	<ul style="list-style-type: none"> • Face-to-Face home visits • Email contact • Telephone contact • Posting of documentation 	<ul style="list-style-type: none"> • Service can continue without face-to-face contact, whilst staff are homeworking • Remote desktops in place and VOIP phone system 	<ul style="list-style-type: none"> • Minimal impact with use of technology • All documentation to be sent by email and not paper • Where paper documents are required eg Fin 107 these will be emailed to clients to sign and return by post. • Impact on staff attending the office, initially 2 staff moving to 3 daily. 	<ul style="list-style-type: none"> • Use secure video conferencing (set with Meeting ID, Password and Waiting Room) as alternative to face-to-face contact • Staff opening/sending/scanning post to be aware of cross infection issues, maintain good hygiene and the use of PPE where deemed necessary.
Hate Crime Project	<ul style="list-style-type: none"> • Face-to-Face meetings • Email contact • Telephone contact • Posting of documentation • Group Activities • Public events 	<ul style="list-style-type: none"> • Service can continue without face-to-face contact, whilst staff are homeworking • Remote desktop and access to shared drive in place and VOIP phone system • Group activities and public events suspended 	<ul style="list-style-type: none"> • Wellbeing of members and achievement of personal outcomes whilst unable to meet with other members • Reduce impact with use of technology • All documentation to be sent by email and not paper 	<ul style="list-style-type: none"> • Set up virtual group through secure video conferencing (with Meeting ID, Password and Waiting Room) for group activities and staff meetings, partner meetings. • Trial use of digital activity ideas and use of zoom for peer support session. • Use secure video conferencing (set with Meeting ID, Password and Waiting Room) as alternative to face-to-face home visit

Approved by DENW Trustees at a Board Meeting on 15 July 2020



Supported Banking	<ul style="list-style-type: none"> Email contact Telephone contact Posting of documentation 	<ul style="list-style-type: none"> Service can continue, whilst staff are home working All documentation, audits and payments will need to be dealt with by electronically to avoid handling of paper. Remote desktops in place and VOIP phone system 	<ul style="list-style-type: none"> All documentation/payments to be sent electronically where possible. One staff member in the office in afternoons for outgoing/incoming post. Payroll new starter paperwork updated to make it easier to complete electronically. 	<ul style="list-style-type: none"> Ensure collate and record client email addresses Notify suppliers of need to email invoice/payment details Update agreement to make it easier to complete by email. Update service operational manual to reflect home working.
Finance/Core	<ul style="list-style-type: none"> Email contact Telephone contact Posting of documentation 	<ul style="list-style-type: none"> Service can continue, whilst staff are home working All invoices/payment will need to be dealt electronically to avoid handling paper. Remote desktop in place and VOIP phone system 	<ul style="list-style-type: none"> All documentation/payments to be sent by electronically. Paper invoices/remittances sent to the office to be scanned and forwarded to staff working from home. Unable to deal with and distribute incoming post Unable to deal with office based queries re stationary, building, printing/photocopying, maintenance etc 	<ul style="list-style-type: none"> Notify suppliers of need to email invoice/payment details Arrange for one of employees continuing to work from the office to scan post for Reception/Admin to input. Arrange for one of employees continuing to work from the office to deal with maintenance/building issues.
PPE Hub/Reception	<ul style="list-style-type: none"> Face-to-Face greeting of staff and visitors Email contact Telephone contact Posting of documentation 	<ul style="list-style-type: none"> Remote desktop in place and VOIP phone system to enable monitoring of calls and emails from home Office closed to visitors and contractors 	<ul style="list-style-type: none"> Staff and volunteers to adhere to safe working practices PPE provided for staff and volunteers No visitors to office, collections made from door. New guidance for home deliveries Safe distancing guidance and warning signs around reception. 	<ul style="list-style-type: none"> Ensure adequate supply of PPE for staff, volunteers and those collecting. Ensure staff and volunteers understand the procedures and follow guidance. Staff and volunteers to have adequate supplies of t shirts, PPE and reflective jackets.

Step 2: Planned Phased Return after Lockdown from 1st September 2020 onwards (as at 8th July 2020)

Department/ Service	Pre-Covid Delivery	Assessment	Impact	Recovery Measures
LILS	<ul style="list-style-type: none"> Face-to-Face home visits Email contact Telephone contact Posting of documentation 	<ul style="list-style-type: none"> Return to work from the premises on a rota basis (up to two consecutive days, every fortnight*) to maintain social distancing and to allow deep-clean in between shifts; with remainder of time working from home Service can resume with face-to-face contact, with appropriate infection control, social distancing and use of PPE Risk Assessment Checklist will need to be completed on referral to ensure client does not have COVID-19 symptoms. This should be repeated 24hour prior to visit. 	<ul style="list-style-type: none"> Client may be anxious about someone visiting them at home in person, so video conference and phones can be offered as an alternative. 	<ul style="list-style-type: none"> Two metres social distance and infection control measures to be observed in the office, in line with government guidance and COVID 19 Risk Assessment Continue with secure video conferencing (set with Meeting ID, Password and Waiting Room) as alternative to face-to-face contact for anyone with symptoms/anxiety All documentation to continue to be sent by email and not paper, where possible Team meetings and supervision to continue to be held via video conferencing <p>For face-to-face activities:</p> <ul style="list-style-type: none"> Where safe to visit client in person, hand sanitizer should be used before and after client visit Two metres social distance to be observed during a client visit, with appropriate face covering and PPE in line with government guidance and COVID 19 Risk Assessment
Hate Crime Project	<ul style="list-style-type: none"> Face-to-Face meetings Email contact Telephone contact Posting of documentation Group Activities and Public events. 	<ul style="list-style-type: none"> Return to work from the premises on a rota basis (up to consecutive two days, every fortnight*) to maintain social distancing and to allow deep-clean in between shifts; with remainder of time working from home Group sessions can resume with smaller face-to-face meetings/groups (4-5 members, plus staff), with appropriate infection control, social distancing and use of PPE Checklist will need to be completed on referral to ensure client does not have COVID-19 symptoms. This should be repeated 24hour prior to visit/activity. Outdoor activities should be considered prior to any indoor activities (weather permitting) 	<ul style="list-style-type: none"> Where there are usually a larger number of group members per session (more than 5), we will be unable to maintain regular sessions, whilst having to run smaller groups to observe social distancing measures Not all community 	<ul style="list-style-type: none"> Two metres social distance and infection control measures to be observed in the office, in line with government guidance and COVID 19 Risk Assessment Maintain virtual weekly groups through secure video conferencing (with Meeting ID, Password and Waiting Room) to retain weekly group contact. Maintain Facebook Groups to set challenges, activity ideas and sharing of videos All documentation to continue to be sent by email and not paper, where possible Consider sourcing additional grant funding to allow activity resource packs to be safely purchased and distributed to members who are not accessing the face-to-face group Team meetings and supervision to continue to be held via video conferencing

			<ul style="list-style-type: none"> venues may be open/available Client may be anxious about attending group session, despite controls. 	<p>For face-to-face activities:</p> <ul style="list-style-type: none"> Copy of the COVID-19 H&S policy should be obtained from the external meeting venues, to confirm the cleaning activities/COVID-19 practices. Hand sanitizer should be used before, during and after any face-to-face group activity Two metres social distance to be observed during a group activity/ client visit, where possible, with appropriate face covering and PPE in line with government guidance and COVID 19 Risk Assessment Use of single use resources that can be disposed of after activity
Supported Banking	<ul style="list-style-type: none"> Email contact Telephone contact Posting of documentation 	<ul style="list-style-type: none"> Return to work from the premises on a rota basis (up to two consecutive days, every fortnight*) to maintain social distancing and to allow deep-clean in between shifts; with remainder of time working from home 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Two metres social distance and infection control measures to be observed in the office, in line with government guidance and COVID 19 Risk Assessment All documentation, audits, new starter forms and payments to continue to be sent/received electronically, where possible. Remote desktop and cloud based server already in place and VOIP phone system to enable successful combination of office and home working in line with social distancing measures Team meetings and supervision to continue to be held via video conferencing

Finance/Core	<ul style="list-style-type: none"> Email contact Telephone contact Posting of documentation 	<ul style="list-style-type: none"> Core/building staff to return to work prior to full team for H & S meetings and to undertake risk assessment, put cleaning rota in place, new signage, cleaning stations etc Return to work from the premises on a rota basis (up to consecutive two days, every fortnight*) to maintain social distancing and to allow deep-clean in between shifts; with remainder of time working from home 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Two metres social distance and infection control measures to be observed in the office, in line with government guidance and COVID 19 Risk Assessment All invoices and payments to continue to be sent/received electronically, where possible. Remote desktop and Cloud based Server already in place and VOIP phone system to enable successful combination of office and home working in line with social distancing measures Team meetings and supervision to continue to be held via video conferencing
PPE Hub/ Reception	<ul style="list-style-type: none"> Face-to-Face greeting of staff and visitors Email contact Telephone contact Posting of documentation 	<ul style="list-style-type: none"> Reception to remain closed to the public until PPE collections have finished, deliveries can remain. Return to work from the premises on a 2-week rota basis (with one person at the reception desk at any one time) and one person at the admin desk (2 metres apart) to maintain social distancing with remainder of time working from home 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Two metres social distance and infection control measures to be observed in the office, in line with government guidance and COVID 19 Risk Assessment Copy of the COVID-19 H&S policy should be obtained from the contractor/tenant, to confirm their COVID-19 practices. Visitors should be asked to agree to our COVID-19 policy statement and informed of practices in place. Team meetings and supervision to continue to be held via video conferencing

***Example Rota basis- final rota to be issued to Staff in August if current restrictions are lifted'**

- Week One:** Monday and Tuesday will be based on **every other desk space, facing north** coming in for up to 2 consecutive days (Monday and Tuesday) to ensure 2 metres social distancing; Thursday and Fridays will be based on those who **also face north, but on the alternate desk space to those above**, will come in for up to 2 consecutive days (Thursday Friday) to ensure 2 metres social distancing. Wednesday each week will allow for a deep clean in between 2-day shift change
- Week Two:** Monday and Tuesday will be based on **every other desk space, facing south** coming in for up to 2 consecutive days (Monday and Tuesday) to ensure 2 metres social distancing; Thursday and Fridays will be based on those who **also face south, but on the alternate desk space to those above**, will come in for up to 2 consecutive days (Thursday Friday) to ensure 2 metre social distancing. Wednesday each week will allow for a deep clean in between 2-day shift change