Example COVID-19 Policy & Procedures

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1.0 Policy

As the Coronavirus situation across the globe continues, at The Company, we need to ensure the wellbeing of our staff and visitors. As such, we will continue to monitor and follow Government, Northern Ireland Executive and Public Health Agency (PHA) advice daily. This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by via team meetings, noticeboards, email etc.

2.0 COVID-19 emergence[1]

This guidance has been developed on information provided by:

- Centres for Disease Control and Prevention
- The Public Health Agency (HSCNI)
- The WHO (World Health Organisation)
- GOV.UK
- The National Health Service (NHS)
- Northern Ireland Executive
- Health & Safety Executive Northern Ireland
- Government of Ireland

COVID-19 is caused by a coronavirus. Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with MERS-CoV, SARS-CoV, and now with this new virus (named SARS-CoV-2).

Early on, many of the patients at the epicentre of the outbreak in Wuhan, Hubei Province, China had some link to a large seafood and live animal market, suggesting animal-to-person spread. Later, a growing number of patients reportedly did not have exposure to animal markets, indicating person-to-person spread. Person-to-person spread was subsequently reported outside Hubei and in countries outside China, including Northern Ireland.

3.0 Symptoms of COVID-19[2]

The most common symptoms of COVID-19 are recent onset of:

- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **anosmia** (a loss or changed sense of normal smell or taste)

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

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[1] https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html#emergence
[2] https://dbei.gov.ie/en/Publications/Publication-files/Return-to-Work-Safely-Protocol.pdf

4.0 How coronavirus is spread[2]

The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks. The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands. COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

5.0 How long can the virus survive? [3]

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Thorough and regular cleaning of frequently touched surfaces is essential. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves.

6.0 Treatment for COVID-19[4]

- there is currently no specific treatment for COVID-19
- antibiotics do not help, as they do not work against viruses
- treatment aims to relieve the symptoms while your body fights the illness
- you'll need to stay in isolation away from other people until you've recovered

7.0 How to avoid catching and spreading COVID-19 (social distancing)

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of COVID-19. Everyone in Northern Ireland should now be social distancing.

DO:

- stay at least 2 metres (3 steps) away from anyone you do not live with (or anyone not in your support bubble) when outside your home
- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- clean and disinfect frequently touched objects and surfaces in the home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards
- avoid close contact with people who have symptoms of coronavirus
- only travel on public transport if you need to
- work from home, if you can
- follow Government advice on social distancing
- use phone, online services, or apps to contact your GP surgery or other NHS services

DO NOT:
- touch your eyes, nose, and mouth with unwashed hands

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[3] https://dbei.gov.ie/en/Publications/Publication-files/Return-to-Work-Safely-Protocol.pdf
[4] https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/

8.0 Advice for people at high risk (shielding)[5]

The Covid-19 virus still poses a high risk if someone who is shielding is exposed to it. However, infection levels in the community are now falling so the risk of exposure is significantly less than it has been. As this risk is lower, the Chief Medical Officer for Northern Ireland has updated the guidance for those who are shielding.

From 8 June 2020, people advised to shield can go outdoors while maintaining strict social distancing:

- with members of their household

or

- if they live alone, they can meet one person from another household (preferably the same person each time)

From 6 July, and if the risk continues to be low, people who are following the shielding advice are able to meet up to six people outside of their home, as long as social distancing is strictly observed.

If you are shielding alone, from 6 July you can also form a support bubble with one other household. Where you form a bubble:

- social distancing is not required with the other household in your bubble; this will allow you to visit, stay over and spend more time with the second household
- the second household can be of any size; and
- both households should not be part of more than one bubble and should continue to socially distance outside the bubble.

You may be at high risk from coronavirus if you:

- have had an organ transplant
- are having certain types of cancer treatment
- have blood or bone marrow cancer, such as leukaemia
- have a severe lung condition, such as cystic fibrosis or severe asthma
- have a condition that makes you much more likely to get infections
- are taking medicine that weakens your immune system
- are pregnant and have a serious heart condition

9.0 Steps taken to reduce the risk of exposure to COVID-19 in the workplace

The key to a safe work environment requires strong communication and a shared collaborative approach between The Company and the workforce. Therefore, the workplace controls identified and implemented, will be communicated and explained to all relevant workers, visitors and contractors. We will appoint a member of staff to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID-19. The details of this member of staff will be clearly displayed within the workplace.

We will reduce the risk of exposure to COVID-19 by:
- taking into account the most up-to-date Government and Public Health Agency (PHA) advice
- completing a risk assessment to identify the risk to health due to potential exposure to COVID-19
- providing and displaying information on the signs and symptoms of COVID-19 around the workplace
- implementing COVID-19 prevention and control measures to minimise risk to workers
- documenting a COVID-19 response plan
- identifying and isolating workers, visitors and contractors who may have symptoms of COVID-19

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[5] https://www.nidirect.gov.uk/articles/guidance-shielding-extremely-vulnerable-people

10.0   Pre-return to work form and employee / contractor self-assessment

We will issue all employees and contractors with a self-assessment form to seek confirmation that, to their best of their knowledge, has no symptoms of COVID-19 and can confirm that they are neither self-isolating or awaiting the results of a COVID-19 test. This form should be completed at least 48hrs before the return to work and emailed to.....

Employees must:
- complete and return the pre-return to work form before they return to work
- inform The Company if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow their safe return to work
- self-isolate at home and contact their GP promptly for further advice if they have any COVID-19 symptoms
- stay out of work until all symptoms have cleared following self-isolation
- participate in any induction training provided, on their return to the workplace
- complete any temperature testing as implemented by The Company and in line with Public Health advice

11.0   Risk assessment

As an employer, we have a legal responsibility to protect our workers and others from risk to their health and safety. This means we will do everything reasonably practicable to minimise them, recognising we cannot completely eliminate the risk of COVID-19. We have documented a risk assessment of the work environment, and will communicate it with the workforce. We will review the risk assessment on an on-going basis in line with:
- changes in Government /N.I. Executive and Public Health Agency guidance
- consultation with employees
- significant changes in the work environment

12.0   Who should go to work?

As per the current guidelines, we will make every reasonable effort to enable working from home as a first option. Where working from home is not possible, we will make every reasonable effort to comply with the social distancing guidelines set out by the government (working safely during COVID-19 in offices and contact centres).
We will consider the roles that we deem are essential to be on-site and plan to maintain the minimum number required to operate safely and effectively. As far as possible, where staff are split into teams or groups, these will be fixed these, so that where contact is unavoidable, this happens between the same people.
Employees who are required to continue to work from home will be provided with the equipment to work from home safely and effectively, while helping them stay connected to the rest of the workforce.

13.0   Protecting people who are higher risk[6]

Employees who are classed as clinically extremely vulnerable (who have received a letter telling them they are in this group, or will have been told by their GP) are strongly advised to stay at home at all times and avoid face-to-face contact. The N.I. Executive is currently advising people to shield until the end of July and is regularly monitoring this position.

Employees who are classed as clinically vulnerable and who cannot work from home will be assessed to identify whether their role enables them to stay socially distanced from others. In the unlikely event that this is not possible, we will implement control measures to reduce the risk to as low as reasonably practicable.

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[6] https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres

14.0   Travelling to work

You should avoid using public transport where possible, therefore we encourage you to walk, cycle, or drive to work. If you do travel, think carefully about the times, routes and ways you travel. Plan to have as much space as possible to stay safe.
If you can, wear a face covering if you need to use public transport (wearing a face covering is recommended and is not required by the law. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and after taking them off).

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 you, but it may protect others if you are infected but have not yet developed symptoms. This is most relevant for short periods indoors in crowded areas, for example, on public transport or in some shops.

15.0   Social distancing at work

Our objective is to maintain 2m social distancing wherever possible within the workplace. This applies to all parts of the business, therefore, we will:

Arriving to and leaving work

- maximise the use of alternative methods of travel, such as cycling and walking to work where possible
- stagger arrival and departure times at work to minimise movement at peak times and to reduce crowding into (and out of) the workplace
- review entry and exit arrangements to minimise the use of touch-based security devices and to identify one-way flows
- provide hand sanitiser at entry/exit points around the premises

Moving around the building

- discourage non-essential movement around the building, between floors and welfare facilities
- implement a one-way system on each floor where possible
- utilise signage and floor markings to aid employees to maintain safe movement
- regulate the use of high traffic areas including corridors to maintain social distancing
- reduce occupancy of lifts and encouraging use of stairs wherever possible.
- reduce job and equipment rotation where possible

Workplaces & workstations
- review office / workstation layouts and avoid face to face seating
- manage occupancy levels to enable social distancing requirements
- avoid hot desk use where feasible, using a booking system to manage the occupation and cleaning / sanitising or workstations between different occupants

Meetings
- use remote working tools (Zoom, Microsoft Teams etc.) to avoid in-person meetings
- invite the minimal number of essential participants to meetings
- hold meetings in well-ventilated areas with hand sanitiser provided and seating arranged to help employees maintain social distancing

Common areas
- introduce signage to remind employees to maintain social distancing
- use screens within the reception area
- stagger break times to reduce pressure on the kitchen and tea / coffee areas

16.0   Managing visitors and contractors

Contractors
Those requiring physical access to the site will also be required to complete the self-assessment form, at least 48hrs before their intended visit. This should be returned to their respective host. We will:
- screen self-assessment forms before allowing access to the site
- provide clear guidance on social distancing and hygiene requirements
- review entry & exit routes, assess work tasks and where identified, minimise contact with other people
- maintain a record of visitors

Visitors
Where possible we will:
- encourage meetings via remote means (telephone, Zoom, Microsoft Teams etc.)
- limit the number of visitors in reception to two people at any one time
- review visitor signing in arrangements (use of stationary, passes etc.)

17.0   Cleaning the workplace

We understand that it is vitally important to ensure that the site is not only clean and ready to restart; but maintained to prevent the potential transmission of COVID-19. Therefore, we will:

Keeping the workplace clean
- implement an enhanced cleaning regime
- ensure high-touch surfaces are cleaned on a more frequent basis (keyboards, telephones, door handles, light switches, lift buttons etc.)
- signage will be displayed to remind employees and members to maintain their work areas
- dedicated cleaning stations will be provided on each floor / in each office area, with a supply of cleaning products (disinfectant, blue roll etc.) and a dedicated waste bin
- office workstations and the reception counter/screen will be cleaned at more frequent intervals
- employees will be made aware of the procedure if a known or suspected case of COVID-19 is identified (refer to 22.0)

Hygiene
- signs and posters will be displayed at entry and exit points to build awareness of good hand washing technique, cough/sneeze etiquette etc.
- hand sanitiser will be provided at entry and exit points and in work areas / at workstations
- disinfectant will be provided within the lift for spraying down lift buttons prior to / after use
- clear signage should be displayed indicating the principles of good handwashing in the toilet areas

Handling post
- mail will be segregated from the reception desk area
- nitrile gloves will be provided, and increased hand washing / sanitising should be practiced

18.0   Personal protective equipment

Current government guidelines indicate there is very little evidence of widespread benefit from the use of face masks outside of the clinical or care settings, where they play a very important role. Therefore, where personal protective equipment (PPE) is already being used to protect against non-COVID-19 risks, it should be continued to be used.

19.0   Workforce management

Working groups
We will change the way work is organised to create distinct groups and reduce the number of contacts each employee has by:
- splitting staff into teams so where contact is unavoidable, this happens between the same people

Returning to work, communications and training

We will ensure all employees understand COVID-19 related safety procedures by:

- inducting all members of staff back into the workplace
- providing clear, consistent and regular communications through the use of this policy, team meetings, supervision etc.
- engaging with workers to understand their concerns and explain changes to work arrangements
- erecting signage displaying clear messages, images and guidelines

20.0   Inbound and outbound items

In order to maintain social distancing and avoid surface transmission when items enter or leave the premises, we will:

- establish a mail drop off / courier collection area
- where possible, reduce the frequency of deliveries for stationary etc.

21.0   First aid / fire

In an emergency, employees do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands

22.0   Mental health

Here to help is a locally developed App to signpost individuals to a full range of services and support for anyone in crisis. The app can be downloaded from the Apple App store or Google Play store. Further information is available at: https://www.midandeastantrim.gov.uk/resident/healthandwellbeing/here2help

23.0   What to do if someone develops symptoms of COVID-19 in the workplace?[7]

While an employee, visitor or contractor should not attend work (or the premises) if displaying any symptoms of COVID-19, the following steps outline how we will put in place a response plan in advance and also deal with a suspected case that may arise during the course of work:

- we will appoint a member of staff to deal with suspected cases
- identify a designated isolation room (with closing door) and a safe access/egress route
- provide as reasonably practicable:
    o   gloves and masks
    o   tissues, hand sanitiser and disinfectant
    o   clinical waste bags

If anyone displays symptoms of COVID-19 during work, the appointed person must:

- isolate the person and have a procedure in place to accompany the individual to a designated isolation area via an isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
- provide a mask for the person presenting with symptoms if one is available. The worker should wear the mask if in a common area with other people or while exiting the premises
- assess whether the unwell individual can immediately be directed to go home and call their doctor and continue self-isolation at home.
- facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The worker should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.

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[7] https://dbei.gov.ie/en/Publications/Publication-files/Return-to-Work-Safely-Protocol.pdf

- arrange transport home or to hospital for medical assessment. Public transport of any kind should not be used.
- carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- arrange for appropriate cleaning of the isolation area and work areas involved.
- provide advice and assistance if contacted by the HSENI.

24.0   Stay at home if you have coronavirus symptoms[8]

Self -isolate if:

- you have any symptoms of coronavirus (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste
- you're waiting for a coronavirus test result
- you've tested positive for coronavirus
- you live with someone who has symptoms, is waiting for a test result or has tested positive
- someone in your support bubble has symptoms, is waiting for a test result or has tested positive

Use the NHS 111 online service if:

- you feel you cannot cope with your symptoms at home
- your condition gets worse
- your symptoms do not get better after 7 days

Only call 111 if you cannot get help online.

25.0   When to get tested[9]

Everyone over five years of age in Northern Ireland with symptoms of coronavirus (COVID-19) is now eligible for testing.

You should get tested in the first 3 days of coronavirus symptoms appearing, although testing is considered effective up until day 5.

No testing should be undertaken after day 5, unless it's for a specific reason which will be agreed on a case by case basis by local microbiologists.

Testing for all symptomatic individuals in Northern Ireland can be booked at www.nhs.uk/ask-for-a-coronavirus-test.

If you have questions about a test you've booked or are having trouble booking a test, you can call 119.

26.0   How long to stay at home if you have symptoms[10]

If you have symptoms of coronavirus, you'll need to stay at home for at least 7 days.

You can stop self-isolation after 7 days if either:

- your symptoms have gone
- you just have a cough or changes to your sense of smell or taste – these symptoms can last for weeks after the infection has gone

Keep self-isolating if you still have any of these symptoms after 7 days:

- a high temperature or feeling hot and shivery
- a runny nose or sneezing
- feeling sick or being sick
- diarrhoea

[8] https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#what-to-do-if-you-have-symptoms
[9] https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19/testing-covid-19#when-to-get-tested
[10] https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/

- loss of appetite

Only stop self-isolating when these symptoms have gone.

If you have diarrhoea or you're being sick, stay at home until 48 hours after they have stopped.

You may be able to stop self-isolating earlier than 7 days if you get a negative test result (you do not have coronavirus).

If you do not have symptoms of coronavirus

Self-isolate for 14 days if:

- you live with someone who has symptoms, has tested positive or is waiting for a test result
- someone in your support bubble has symptoms, has tested positive or is waiting for a test result

If you live with them, the 14 days starts from when the first person in your home started having symptoms.

If they are in your support bubble, the 14 days starts from the last time you saw the person who has symptoms.

This is because it can take 14 days for symptoms to appear.

You can stop self-isolating after 14 days if you do not get any symptoms.

If you get symptoms of coronavirus, self-isolate for at least 7 days from when they started and get a coronavirus test. This might mean you're self-isolating for longer than 14 days.

You may be able to stop earlier than 14 days if everyone with symptoms gets a negative test result.

If you have symptoms and live with a vulnerable person

If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to arrange for them to stay with friends or family for 14 days.

If you have to stay at home together, try to keep away from each other as much as possible.

DO:
- try to keep 2 metres (3 steps) away from each other
- avoid using shared spaces, such as kitchens or bathrooms, at the same time as each other
- open windows in shared spaces if you can
- clean a shared bathroom each time you use it, for example by wiping the surfaces you have touched
- use a dishwasher if you have one – if you do not have one, use washing-up liquid and warm water and dry everything thoroughly

DO NOT:
- do not share a bed, if possible
- do not share towels, including hand towels and tea towels

27.0   Sickness absence reporting

It is important that employees are encouraged to notify the Company that they are required to self-isolate as soon as possible and provide an indication of the likely duration of the absence. Employees will be required to follow the usual sickness absence reporting process in the normal way. We require employees to notify us if:
- they have coronavirus
- they have coronavirus symptoms, for example a high temperature or new continuous cough
- someone in their household has coronavirus symptoms
- they have been told to self-isolate by a doctor or NHS 111

Employees are able to 'self-certify' their absence for the first 7 days off work, however, those required to self-isolate for more than 7 days are required to submit an online self-isolation note which can be obtained from the NHS website.

28.0   RIDDOR reporting

Instances of COVID-19 are reportable under RIDDOR if a work-related link is established (i.e. an individual contracted it as a result of their work). Such cases may not be easy to identify, and are anticipated to be rare, now that COVID-19 is prevalent in the general population. A RIDDOR report should be made only where there is reasonable evidence confirming that a work-related exposure was the likely cause of the disease.

29.0   COVID-19 self-declaration screening form

Due to the ongoing and rapidly changing situation with COVID-19, we require all employees returning to work, members and contractors wishing to gain access to The Company to fill-out the self-declaration form below.

Employees
48 hours prior to returning to work.
If you have returned to the UK in the last 14 days or believe you may have been in contact with the Coronavirus:
- inform your line manager
- self-quarantine for 14 days from the date of your arrival in the UK
- If you have symptoms, arrange to be tested at: https://www.nhs.uk/ask-for-a-coronavirus-test
- do not attempt to go to work - work from home if possible
- if you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999

Each Contractor must complete this form.
48 hours prior to your appointment, please complete the form and return to your host.
The Company will decide on access to the premises based on the answers provided below.

THIS FORM SHALL BE COMPLETED IN FULL

COVID-19 Questionnaire	Yes	No
Do you have symptoms of a persistent dry cough?		
Do you have a fever or increased temperature currently?		
Do you feel ill and weak by flu like symptoms currently?		
Do you have a loss or changed sense of normal smell or taste?		
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?		
Have you been advised by a doctor to self-isolate at this time?		
Have you returned to the UK in the last 14 days?		

<div align="center">

If the answer is YES to ANY of these questions: YOU CANNOT ENTER THE PREMISES

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CONTRACTOR; If you *are* displaying any cold or flu like symptoms you are strongly advised to follow the medical advice and remain at home

Name	Reason for visit	Signature

SITE MANAGEMENT; Evaluated by

Name	Approved	Date	Signature
	Yes/No		

Staying COVID-19 Secure in 2020

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

FIVE STEPS TO SAFER WORKING TOGETHER

✔ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here

✔ We have **cleaning, handwashing and hygiene procedures** in line with guidance

✔ We have taken all reasonable steps to **help people work from home**

✔ We have taken all reasonable steps to **maintain a 2m distance** in the workplace

✔ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____   Date _____

Who to contact: _____ Your Health and Safety Representative _____

or the Health and Safety Executive Northern Ireland at www.hseni.gov.uk or 028 9024 3249

COVID-19 Risk Assessment - Office Example

Site / Location:						Approved By:	
Name of Assessor:		Date of Assessment:		Person(s) Involved:		Review Date:	

Ref	Description (task / activity)	Hazard (what could cause harm?)	Risk To (who might be affected?)	Risk Of (how are they affected?)	Control Measures in Place (details of recommended PHA / Government / N.I. Executive guidelines. & what you currently do)	Are The Current Controls Adequate?			Further Control Measures Required (what else needs to be implemented and why?)	By Whom	By When
						Yes	No	N/A			
1	Outbreak of COVID-19	COVID-19	All persons	Transmission of the virus amongst the population	Government & Public Health Agency guidelines issued. N.I. Executive have released The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020	X			Review latest Government / Public Health Agency guidance and update as required.	Risk Management (RM) team	On-going
2	Communication of information	Lack of awareness for reoccupation of the building and the requirements for staff to adhere to	Staff	Transmission of the virus due to not knowing the protocols for working safely	Staff educated via regular communications without causing panic, outlining the current situation and any updated Government / PHA advice. Good hand, respiratory and hygiene requirements promoted. COVID-19 posters displayed at all entry/exit points around the building.	X			COVID-19 induction presentation to be created and disseminated to line managers. Communicate COVID-19 information to staff (prior to returning to the workplace) and document training record.	RM team Line Managers	Jul 20- On-going

Ref	Description (task / activity)	Hazard (what could cause harm?)	Risk To (who might be affected?)	Risk Of (how are they affected?)	Control Measures in Place (details of recommended PHA / Government / N.I. Executive guidelines. & what you currently do)	Are The Current Controls Adequate? Yes	No	N/A	Further Control Measures Required (what else needs to be implemented and why?)	By Whom	By When
3	Vulnerable groups	Exposure to COVID-19 in the workplace	Clinically extremely vulnerable individuals Clinically vulnerable individuals	Increased risk of severe illness from COVID-19	The Government strongly advises extremely vulnerable persons to stay at home at all times and avoid any face-to-face contact Potential suspension of shielding at the end of July. Those who cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others	X			Establish if there are any vulnerable groups within the workforce before returning to work. Advise staff as per Government guidelines.	Human Resources team (HR)	Jul 20
4	Phased return to work	Exposure to & spread of COVID-19	Staff	Transmission of the virus from person to person	Current Government advice is that persons should work from home wherever possible. Rotational voluntary arrangements implemented for some staff.	X			Support Office Manager with procedures to plan a phased return to work.	Office Manager / RM team	On-going
5	Travel to and from the workplace	Use of public transport	Staff	Exposure to COVID-19 while using public transport	Current guidelines require employees to work from home wherever possible. Public transport should be avoided where possible.	X			Review latest Government / Public Health Agency guidance and update as required.	RM team	On-going

Ref	Description (task / activity)	Hazard (what could cause harm?)	Risk To (who might be affected?)	Risk Of (how are they affected?)	Control Measures in Place (details of recommended PHA / Government / N.I. Executive guidelines. & what you currently do)	Are The Current Controls Adequate? Yes	No	N/A	Further Control Measures Required (what else needs to be implemented and why?)	By Whom	By When
					Work patterns staggered to avoid peak travel periods. Social distancing should be maintained at all times. Face coverings recommended for use in areas where social distancing measures may not be possible.						
6	Building Services	System or equipment faults	All persons	Inadequate maintenance of core services	Planned preventive maintenance (PPM) has continued as per scheduled maintenance programs.	X			Contact HVAC contractor to establish if air is recirculated	Office Manager	Jul 20
7	Social distancing – the occupation and use of the building	Exposure & spread of COVID-19	Staff	Transmission of the virus due to inadequate social distancing measures	The current recommended distance to be maintained between people to minimise risk of transmission is 2m. Staff should ensure that social distancing guidance can be adhered to whilst on the premises. Social distancing signs, posters and markers on display.	X			Review screen arrangements for reception.	Office Manager	Jul 20

Ref	Description (task / activity)	Hazard (what could cause harm?)	Risk To (who might be affected?)	Risk Of (how are they affected?)	Control Measures in Place (details of recommended PHA / Government / N.I. Executive guidelines. & what you currently do)	Are The Current Controls Adequate?			Further Control Measures Required (what else needs to be implemented and why?)	By Whom	By When
						Yes	No	N/A			
					Self-isolation for symptomatic persons or if family members are symptomatic. Where possible, desks and workstations set up in line with social distancing guidance. Staff allocated set days to use desk space in order to minimise office occupancy numbers. Screens installed where social distancing requirements cannot be maintained. Staff are reminded that hand shaking is discouraged. Meeting rooms and staff kitchens are well ventilated, max occupancy is displayed and seating arrangements are as such to maintain social distancing.						

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						Yes	No	N/A			
					Face coverings are provided and should be utilised in areas where social distancing may not be possible, and the task has been deemed to be essential/short-term.						
8	Personal hygiene	Exposure & spread of COVID-19	All persons	Transmission of the virus via poor hand / respiratory hygiene	Persons should cover their mouth and nose with a tissue (not your hands) when they cough or sneeze. The used tissue should then be placed in the bin immediately. Persons should then wash their hands with soap and hot water for a minimum of 20 seconds. CATCH IT, BIN IT, KILL IT Persons should wash their hands at least every 30 minutes using hot water and soap – use hand sanitiser gel if soap and water are not available. In addition, persons should avoid close	X					

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						Yes	No	N/A			
					contact with other people i.e. no shaking of hands, etc. Staff and customers must ensure they wash their hands with hot water / soap / hand sanitising gel: • On arrival at the premises • After using toilet facilities • Prior to and after wearing face coverings • Prior to / after smoking/ vaping • Prior to / after eating food • Departure from the premises Hand sanitiser stations are provided at entry/exit points, in/around welfare facilities, lifts and at various locations around the premises.						

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9	Staff member with symptoms / close contact with persons with symptoms	Exposing other persons to COVID-19 in the workplace	Staff Other persons	Transmission of the virus	Current Government advice requires persons who have either developed symptoms or who have been in contact with a family member who has presented with symptoms of Coronavirus Covid-19 to self-isolate, along with all members of the household for 7 days if they have the symptoms or 14 days for all other members of the household.	X			Establish safe room and route to be used for a suspected case of COVID-19 in the workplace.	Office Manager	Jul 20
10	Cleaning regime adequacy	Contamination of hard surfaces with the virus	Staff	Transmission of the virus from touching surfaces and equipment	High touch points are cleaned periodically by staff (handrails, lift buttons, door handles etc.). Staff are encouraged to clean their workstations throughout the working day. External cleaning contractor provides standard cleaning service.		X		Confirm the competency of the cleaner in relation to COVID-19.and that the cleaning regime is adequate.	Office Manager	Jul 20

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11	Contact tracing	Exposure and spread of COVID-19	Staff Other persons	Transmission of the virus	<u>Details of staff and contractors working in the building will be maintained in order to assist with contact tracing (as per PHA guidelines).</u>	X					
12	Emergency Situations	First aid and emergency evacuations	Staff	Transmission of the virus during casualty treatment or when escaping from building	If required to evacuate normal emergency evacuation procedures must apply, however staff should maintain social distancing at the assembly point if feasible. <u>First aiders are made aware of the updated advice for treating casualties.</u>	X					
13	Skin care	Regular use of alcohol-based hand sanitiser and frequent hand washing	Staff	Skin irritation (contact dermatitis)	<u>A high level of personal hygiene and skin care must always be observed by employees.</u> <u>Willis provides hand sanitiser products in the office.</u>	X			Consider supplying moisturiser	Office Manager	On-going

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						Yes	No	N/A			
14	Mental Health	Exposure to high levels of stress, isolation etc	Staff	Anxiety and mental health issues	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. HSE guidance followed for managing stress. Advise staff that local app is available for download. Steps taken to provide a safe environment are communicated with the members, including a 24/7 EAP service.	X					