

## **COVID-19 Prevention Measures**

### **Everyone should:**

- work from home if they can
- make the workplace safe, including staying 2 metres (6 feet) apart where possible ('social distancing' or 'physical distancing')
- avoid busy commuting times on public transport where travel is essential, and wear a face covering
- wash their hands regularly

You must not go to work if you or anyone in your household has symptoms.

### **If the workplace is open**

Employers have a 'duty of care' for staff, customers and anyone else who visits the workplace. This means they must do all they reasonably can to support their health, safety and wellbeing.

To make the workplace safe, employers must:

- encourage staff to work from home, wherever possible
- have completed a 'risk assessment', and taken reasonable steps to prevent harm in the workplace
- follow the [government guidelines on safer working on GOV.UK](#)

### **Cleaning, hygiene and hand sanitiser**

Use signs and posters to help your workers to practice good handwashing technique and to remind them to cough/sneeze into an arm and avoid touching their faces.

#### **Handwashing**

- provide handwashing facilities with running water, soap and paper towels
- provide hand sanitiser at locations in addition to washrooms
- provide hand sanitiser nearby for people getting in and out of vehicles or handling deliveries, if they are unable to wash their hands

Make sure that surfaces remain clean. This may mean increasing the level and frequency of cleaning as well as cleaning surfaces that you may not ordinarily clean.

## Clean equipment frequently

- Set clear guidance for the use and cleaning of toilets, showers and changing facilities to make sure they are kept clean and social distancing is achieved as much as possible
- Clean work areas and equipment between uses
- Frequently clean and disinfect objects and surfaces that are touched regularly
- If equipment like tools or vehicles are shared then clean them after each use

## Make your workplace COVID-secure

If through your [risk assessment](#) you have identified people who cannot work from home (for example people who operate machinery or work on a construction site), then you should consider what changes you might need in your workplace to reduce risk and make it 'COVID-secure'.

### Entrances and exits

Stagger arrival and departure times so that people do not use entry and exit points at the same time.

Provide handwashing facilities so people can wash their hands when they get into and leave work (provide hand sanitiser where this is not possible).

### Social distancing

Keep work areas 2 metres apart and allocate one person only to each work area. If this is not possible, then keep the number of people in each work area as low as possible.

To help workers to social distance you can:

- use floor tape or paint to mark work areas
- provide signage to remind people to keep a 2 m distance
- use screens to create a physical barrier between people
- have people working side-by-side rather than face-to-face
- limit movement of people
  - rotating between jobs and equipment
  - using lifts and work vehicles
  - in high-traffic areas like corridors, turnstiles and walkways
  - allow only essential trips within buildings and between sites

### Breaks and canteens

Stagger breaktimes so that people are not using break rooms, canteens or rest areas at the same time.

Use outside areas for breaks and encourage staff to stay on-site during working hours to help workers with social distancing on their breaks.

## If someone at work might have coronavirus

An individual should not go to the workplace if they:

- are unwell with coronavirus symptoms
- are told to self-isolate by a government test and trace service, because they've been in close contact with someone who's testing positive
- need to self-isolate because someone in their household has symptoms
- need to self-isolate because they've returned to the UK after a holiday or business travel

If they're already at work, they should:

- tell their employer immediately and go home
- avoid touching anything, and wash their hands regularly
- cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- use a separate bathroom from others, if possible
- avoid using public transport to travel home, if possible

## Supporting staff who need to self-isolate

If someone needs to self-isolate, it's good practice for employers to:

- send them home immediately, if they're at work
- support them staying at home while they self-isolate
- arrange for them to work from home, if they're well enough to work
- pay them any [sick pay they're entitled to while self-isolating](#)
- support their wellbeing and mental health – see more about [supporting mental health during coronavirus](#)

Depending on someone's circumstances, they might have to self-isolate more than once during the coronavirus pandemic. Employers should support them in the same way each time.