**Covid 19 Contacts Decision Tree**.

* Are you in a high-risk group?

People who are[**clinically extremely vulnerable**](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-this-guidance-is-for) **should not work outside of their home**. People who are[**clinically vulnerable**](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#protecting-different-groups-of-people) **should take extra care in observing social distancing**

YES

Consult your line manager

Staff should only return to work if they cannot work from home and only if their duties can be carried out safely in compliance with the

[Covid19 Secure Guidance](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

No

Do not visit but consider

* Can I get the information via telephone?
* Can I ask for a picture or video be taken then be e-mailed to me?
* Can I put the visit back until post pandemic?

Do you need do the job during the pandemic

* Is there a critical threat to public health
* Is there a serious risk involved
* Is the client distressed to the point their mental state could be affected?
* Has a serious incident occurred?

No

YES

No

Do Not Visit but consider…

* Can the work be done remotely by video link
* Can someone trusted on site be used to investigate an issue?

Do I need to be on site?

YES

Are staff protected

* Are you sure no-one is self isolating/ sheilding at the premises?
* Have you enquired if staff are unwell on site?
* Do you have correct PPE and access to hand hygiene measures?

Do Not Visit but consider…

* Speak to your line manager to discuss e.g. provide PPE, can a safe method be developed or can alternative staff visit?

No

YES

Are there vulnerable people on-site?

e.g. older people in a residential care home

Conduct visit

* Complete pre visit questionnaire, look at risk assessment for visit and arrange a ‘lone working buddy’

No

YES

Do Not Visit but consider…

* Speak to your line manager to discuss e.g. provide PPE, can a safe method be developed, or can alternative staff visit?

Does the presented risk outweigh the risk of spreading Covid-19?

* If there is real risk to life you may decide that it ‘s important to visit.
* Consult Risk assessment as to the correct PPE required and safe working procedure.

No

YES

Conduct visit

* Complete pre visit questionnaire, look at risk assessment for visit and arrange a ‘lone working buddy’

**Pre -visit Script for Inspections/visits during COVID Pandemic**

It is expected that officers will speak to all parties involved in the visit over the phone before a visit, unless there is an operational reason which would undermine the effectiveness of the visit.

**Case ref number: Date of visit:**

**Respondent name: Officer visiting:**

**Address:**

|  |  |  |
| --- | --- | --- |
| 1 | **Do you think this visit could be conducted remotely?**  *(If “yes”, visit will be cancelled, and a video/virtual inspection will be arranged)* | Yes/ No |
| 2 | **Do you or your staff have any symptoms of COVID 19?** People who have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result should immediately self-isolate at home for at least 10 days from when symptoms started.  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  *(If “yes”, visit will be cancelled, and a video/virtual inspection will be arranged)* | Yes/ No |
| 3 | **Have you or anyone in your business tested positive for COVID 19 in the past 14 days or are you in self isolation/shielding/in a vulnerable group?**    *(If “yes”, visit will be cancelled, and a video/virtual inspection will be arranged)* | Yes/ No |
| 4 | *Officer states:*  ***“I am well and am showing no symptoms of COVID 19. I will disinfect my hands using hand sanitizer before entering your premises/home”***  *(N.B. if you have hay fever, explain this to customer)*  **“Please could you sanitize any contact surfaces (door handles etc.). I may come into contact with during my visit or leave doors open, so I don’t need to touch them, also wash/sanitize your hands on my arrival.** | (Tick once you have requested actions) |
| 5 | **In order to carry out my inspection, which option would you prefer:**   1. **Conduct the inspection from the outside of the premises (at 2m distance)?** 2. **Discuss the visit outside first, and then enter the premises together at a 2m distance?)** 3. **Discuss the visit outside, the officer will then enter the building alone to conduct the inspection and discuss any findings outside afterwards.** 4. **If social distance is not possible the visit will be postponed.** 5. **Explain how visit will be conducted** | Yes/ No  Yes/ No  Yes/ No |
| 7 | **Would you prefer the officer to wear PPE during the visit?** | Mask Y/N  Gloves Y/N |
| 8 | **Will there be any other persons present at the visit? If so, please could you give me their contact details.**  *(if “yes”, other persons will need to be contacted and this form completed for them)* | Yes/No |
| 9 | *Officer states:*  **“If you feel ill between now and my scheduled visit, please call me on …............................ to re-arrange appointment.”** | Tick when done  …………….. |
| 10 | *Officer states:*  **“If you or anyone I will come into contact with develops symptoms within 10 days of my visit please contact me to let me know and I will do the same if I develop symptoms.** | Tick when done  …………….. |
| 11 | **Do you need additional Materials?**  Posters, leaflets and other materials are available for display.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19> | Yes / No |

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**MANAGERS CHECKLIST FOR CV-19 INDIVIDUAL VULNERABILITY RISK ASSESSMENT**

***Please refer to the FAQ’s document for Managers and Employees which will help determine if an employee is fit to work.***

Please ensure that a risk assessment for the workplace has been completed before using this form, especially if the employee is in a public facing role.

**To be completed by the manager**

|  |  |
| --- | --- |
| **Employee Surname:** | **Managers Name:** |
| **Employee Forename:** | **Managers email:** |
| **Job Title:** | **Directorate:** |
| **Site:** | **Service:** |
| **Gender M 🞏 F 🞏** | **Managers Contact no:** |
| **D.O.B:** |  |

Is employee:

* Over 40 and male
* Over 50 and female

NO

YES

Is employee:

* BAME
* Overweight
* Pregnant
* Shielded
* Long term medication/regular clinical appointments

Is employee:

* Pregnant
* Shielded
* Long term medication/regular clinical appointments

YES

NO

NO

YES

NB: Please provide copies of the generic risk assessment and job descripion with referral.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Area**: Property and Asset Management | | | | | |
| **What are the hazards?** | Transmission of Covid-19 Coronavirus | | | | |
| **Who might be harmed?** | Staff, contractors and members of the public | | | | |
| **Activity:** | External site visits to locations in Gloucester. Supervision of contractors on site | | | | |
| **Risk** | **Controls** | **Additional controls** | **Action by who** | **Action by when** | **Complete** |
| **Travelling to the Visit**  **Transmission/ spread of the Covid 19 virus** | Using your own vehicle –   * Do not give lifts to anyone outside of your household * Regularly clean all hand contact points with sanitizing wipes | Check the decision tree. Page 1  Complete Pre Visit questionnaire. Page 2  Carry a personal Covid kit and ensure it is topped up if necessary.  Staff to be reminded to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Hand washing guidance: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Try to carry out all site visits together on one day to minimize trips.  Means of disposing of wipes will be provided and they must be disposed of in line with government guidelines.  Be aware that leaving alcohol gel in a hot car will eventually reduce it’s efficiency.  If you need any other operational PPE to carry out your role, you must not share this with other officers and where possible be stored in a separate bag in your own vehicle. If using pool cars the bag od PPE may be stored securely away from others.  Please refer to the Managers Checklist for cv-19 individual vulnerability risk assessment to determine whether vulnerable staff members are fit for work. | All staff | As necessary | Yes |
| **Transmission/ Contracting of the Covid 19 virus from any member of the public/ staff/ contractors present during the visit, to the officer or from the officer to members of the public, staff/ contractors at the business.** | Is the visit necessary?  Officer to have any necessary PPE and sanitizing aids  Establish whether anyone at the premises has any symptoms of Covid 19 before the visit.  Can any discussions or completion of paperwork can take place via phone or video call to shorten the visit?  Staff must reduce the risk of transmission of Covid 19 by not touching hand contact surfaces, handles, etc  Is the room well ventilated?  Where tasks and activities require two people, they should only be carried out by individuals if a 2 meter distance is maintained. | Check the decision tree. Page 1  Ensure enough PPE is available. Hand sanitiser and face masks  Maintain social distancing at all times. Be aware of surroundings and people approaching / passing  Officers should be prepared to carry out a dynamic risk assessment on site and review visit if needed.  If possible, check the history and previous visit reports or previous visiting officer to ask if any issues with the layout and size of the premises to enable social distancing.  Can windows and doors be left open?  Where possible, officers will be paired with the same colleague to reduce the risk of transmission between colleagues. | All staff | As required | Yes |
| **Training on Personal Protective Equipment**  **Required PPE**  **Face coverings** | Appropriate social distancing and the other measures set out in this RA should mean that PPE or face coverings are not required for duties.  If any activities do require PPE the need will arise because of the health and safety requirements of the activity, not the need to protect against Covid19. | The Council will support staff in using face coverings safely if they choose to wear one or is requested to wear one. This means telling staff:   * 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 * Safe donning of PPE <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf> * 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 or use alcohol gel if not available. * change your face covering after use. * 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 * practice social distancing wherever possible * Safe removal of PPE <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf> * Wash clothes after being in contact with people not in your household * Wash hands as soon as possible after the visit : <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>   If you need any other operational PPE to carry out your role, you must not share this with other officers and where possible be stored in a separate bag in your own vehicle. . If using pool cars the bag od PPE may be stored securely away from others (Storage area is TBC) | All Staff | As requires | Yes |
|  |  |  |  |  |  |