



COVID-19 Secure in the Cabs of Vehicles



We are experiencing a national increase in positive COVID-19 cases and adherence to our Working Safely during COVID-19 guidance (December 2020) and trust Test and Trace procedures is paramount.

Compliance is expected from all staff, visitors and contractors when undertaking duties in non-clinical areas and moving around Trust buildings or working in vehicles.

Social distancing must be complied with wherever possible in all environments.



Mitigating actions whilst in vehicles include:

All staff must wear a surgical facemask when in a Trust vehicle with other people.

- It is recommended that all staff go through a safety checkpoint.
- Where practical staff should sit separately in vehicles e.g. in cars the passenger should sit in the back instead of the front.
- Increasing the frequency of hand hygiene with alcohol gel.
- Whilst on standby or meal break, staff must always ensure social distancing is complied with by making use of the facilities and space within the building.
- Ensure vehicles are well-ventilated, e.g. open a window, ventilation systems should not be set to recirculate the air within the vehicle.
- Where reasonably practicable consider reducing the number of people each person has contact with by using 'fixed teams or partnering'.
- Ensure regular cleaning of vehicles, in particular, between different users.
- **If both crew members are in the cab of an ambulance, both must wear a surgical mask. The driver must wear a mask unless they assess that it impacts upon driving safety (i.e. reduced visibility due to fogging of prescription glasses).**



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If you receive an alert to isolate, please follow the trust test and trace policy and procedure.



Contact with someone confirmed as COVID-19 positive or with symptoms

If a member of staff has come into close contact with someone who has COVID-19 symptoms or confirmed COVID-19 and they were either not wearing appropriate PPE, or there was a breach in the PPE, then they must inform their line manager and cooperate in the undertaking of a risk assessment as soon as possible.

If the risk assessment concludes there has been a significant breach or close contact without PPE, the member of staff must remain off work for 14 days.

If the risk assessment confirms that any of the mitigation listed below has been in place and appropriately adhered to, they may not need to be considered as a close contact nor need to isolate.

- Trained in IPC and the wearing of a surgical mask.
- Ensuring the vehicle is well ventilated by routinely opening windows.
- Regular cleaning of vehicle surfaces, controls and equipment within the cab, especially between switching from driver to attendant and at end of shift.
- **Use of surgical masks where the 2m social distancing rule cannot be maintained.**

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COVID-19 Secure when coming to/ from work



Mitigating actions when coming to/from work include:

Where social distancing cannot be maintained staff are required to wear a surgical facemask.

- It is recommended to have a safety checkpoint set up at all entry points.
- Staff are required to wear a surgical face mask when moving around trust premises.
- Staggering arrival and departure times at work to reduce crowding.
- Providing additional parking or facilities such as bike racks etc.
- Limiting car sharing where practical and if required occupants are to comply with the use of face masks.
- Providing more storage for staff for clothes and bags.
- Using markings/ signage and introducing one-way flow at entry and exit points.
- Providing additional hand hygiene facilities e.g. handwashing facilities or hand sanitiser stations.
- **Where all mitigation measures have been explored and staff are still unable to comply with social distancing requirements, then a surgical facemask must be worn.**



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- Trained in IPC and the wearing of a surgical mask.
- Regular cleaning of workstations and contact points e.g. door handles etc.
- Plastic screens in place to enable separation between individuals reducing the risk of direct droplet contamination.
- **Use of surgical masks where the 2m social distancing rule cannot be maintained.**



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COVID-19

Secure when moving around trust sites



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Mitigating actions when moving around trust sites include:

Where social distancing cannot be maintained staff are required to wear a surgical facemask.

- Staff are required to wear a surgical face mask when moving around premises.
- Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones or other electronic devices, where permitted, and cleaning them between use.
- Restricting access between different areas of a building or site.
- Reducing job and location rotation, particularly where this involved moving between different staff groups.
- Introducing more one-way flow through buildings.
- Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible. Making sure that people with disabilities are able to access lifts.
- **Where all mitigation measures have been explored and staff are still unable to comply with social distancing requirements, then a surgical facemask must be worn.**



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- Plastic screens in place to enable separation between individuals reducing the risk of direct droplet contamination.
- **Use of surgical masks where the 2m social distancing rule cannot be maintained.**



PLEASE NOTE

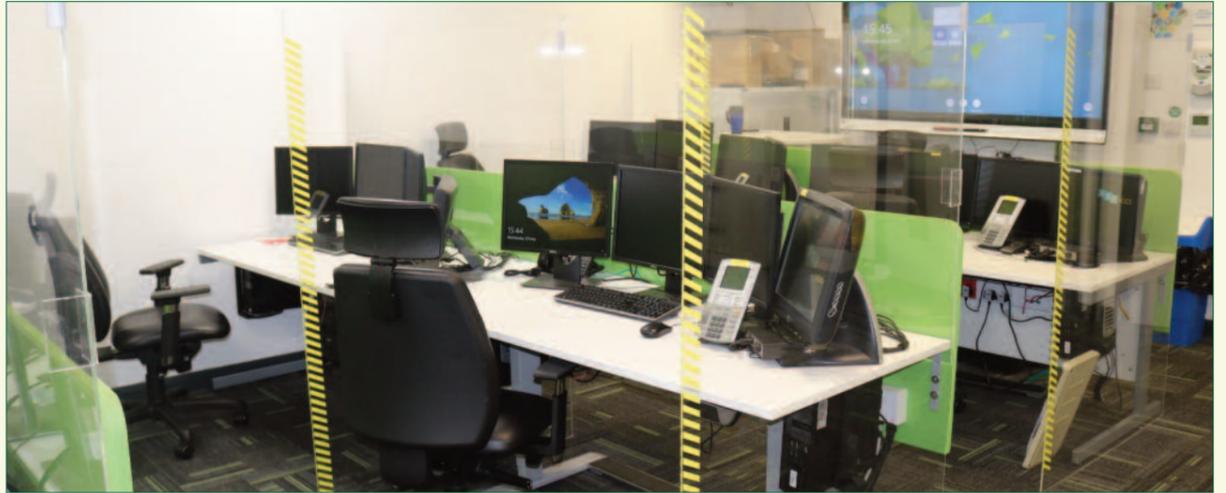
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COVID-19 Secure in general office areas



General office mitigating actions include:

Where social distancing cannot be maintained staff are required to wear a surgical facemask.

- Staff are required to wear a surgical face mask when moving around premises.
- Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones or other electronic devices, where permitted, and cleaning them between use.
- Restricting access between different areas of a building or site.
- Reducing job and location rotation, particularly where this involved moving between different staff groups.
- Introducing more one-way flow through buildings.
- Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible. Making sure that people with disabilities are able to access lifts.
- **Where all mitigation measures have been explored and staff are still unable to comply with social distancing requirements, then a surgical facemask must be worn.**



Contact with someone confirmed as COVID-19 positive or with symptoms

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- **Use of surgical masks where the 2m social distancing rule cannot be maintained.**



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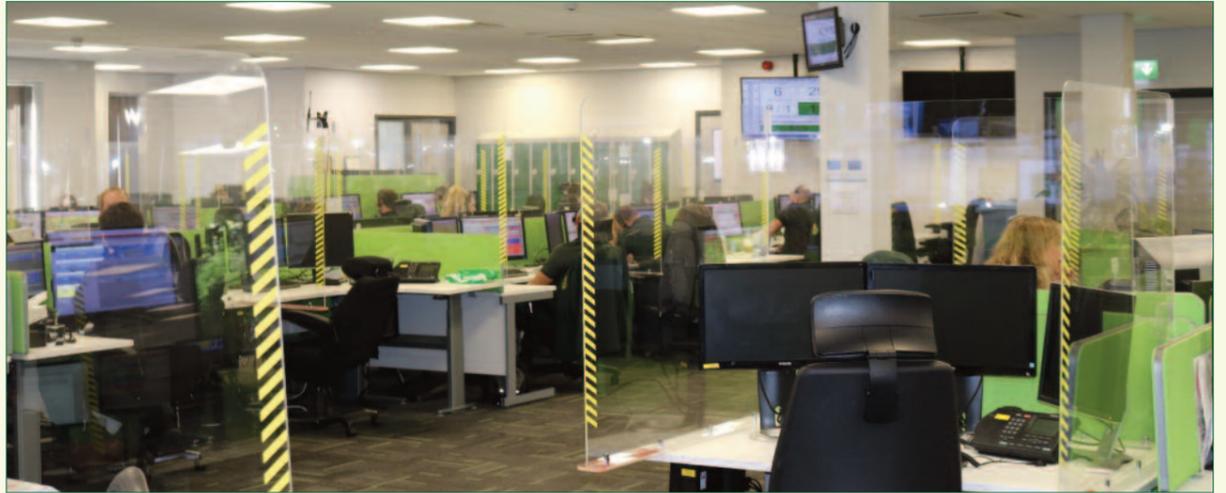
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COVID-19 Secure in the Control Room



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Control Room mitigating actions include: Where social distancing cannot be maintained staff are required to wear a surgical facemask.

- It is recommended to have a safety checkpoint set up at all entry points.
- Where staff are moving around the control room, they are required to wear a surgical face mask.
- Align staff to teams where possible and/or consider reducing relief working across rotas.
- Clean workstation area as a minimum at the beginning and end of shift and between users.
- Use messaging facilities where possible.
- Where possible and appropriate establish one-way flows.
- Restrict access for staff to only those working in the control centre, and where possible, avoid working in “dual roles” (e.g. in an operational and control room rotational role).
- Increase cleaning frequencies particularly in relation to frequently touched contact points such as door handles, etc.
- **Where all mitigation measures have been explored and staff are still unable to comply with social distancing requirements, then a surgical facemask must be worn.**



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- Trained in IPC and the wearing of a surgical mask.
- Regular cleaning of workstations and contact points e.g. door handles etc.
- Plastic screens in place to enable separation between individuals reducing the risk of direct droplet contamination.
- **Use of surgical masks where the 2m social distancing rule cannot be maintained.**

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COVID-19 Secure in meeting rooms/areas



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Meeting room mitigating actions include: Where social distancing cannot be maintained staff are required to wear a surgical facemask.

- Staff are required to wear a surgical face mask when moving around premises.
- Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones or other electronic devices, where permitted, and cleaning them between use.
- Restricting access between different areas of a building or site.
- Reducing job and location rotation, particularly where this involved moving between different staff groups.
- Introducing more one-way flow through buildings.
- Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible. Making sure that people with disabilities are able to access lifts.
- **Where all mitigation measures have been explored and staff are still unable to comply with social distancing requirements, then a surgical facemask must be worn.**



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COVID-19 Secure in the Training Centre



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Training Centre mitigating actions include: Where social distancing cannot be maintained staff are required to wear a surgical facemask.

- It is recommended to have a safety checkpoint set up at all entry points.
- Consider virtual learning platforms and remote working tools.
- Consider staggering practical assessment/ skill station access to limit the numbers of students in the area.
- Group work should be undertaken in line with social distancing principles, with considerations for working side by side instead of face to face. Where practical forming student groups or bubbles to limit the numbers of students in contact with each other.
- Avoiding transmission during training sessions, for example, avoiding sharing pens and other objects.
- Providing hand sanitiser, disinfectant wipes and tissues in training rooms.
- Ensure worksurfaces and equipment are wiped down following training sessions.
- Surgical face masks must be worn when social distancing is not possible e.g. for practical scenarios when participants cannot maintain 2m.
- **Where all mitigation measures have been explored and staff are still unable to comply with social distancing requirements, then a surgical facemask must be worn.**



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COVID-19 Secure in the Crew rooms



Mitigating actions for Crew rooms include:

Where social distancing cannot be maintained staff are required to wear a surgical facemask.

- Staff are required to wear a surgical face mask within the crew room except when they are eating or drinking.
- The sharing of communal food/ buffets is not permitted.
- The organisation should stagger break times to reduce pressure on break rooms or canteens. Limiting the numbers of staff who can use the facilities at one time.
- Using safe outside areas for breaks where possible. Staff should not take breaks or have lunch within shared vehicles with other people.
- Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.
- Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.
- Ensure people tidy away and clean any equipment, crockery and cutlery after use.
- **Where all mitigation measures have been explored and staff are still unable to comply with social distancing requirements, then a surgical facemask must be worn.**



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- Trained in IPC and the wearing of a surgical mask.
- Regular cleaning of work surfaces and contact points e.g. kettle, door handles etc
- Plastic screens in place to enable separation between individuals reducing the risk of direct droplet contamination.
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