



Seasonal Respiratory Infections (SRIs) secure Winter 2021/22 in the cabs of vehicles



COVID-19 is still prevalent in our communities and adherence to our Working Safely during Winter 2021/2022 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.

You **must** still maintain physical distancing in the workplace wherever possible. This should be based on local trust assessment and should be:

- At least 1 metre (with appropriate risk mitigations i.e. ventilation, surgical mask) increasing whenever feasible to 2m in all areas.
- Physical distancing is recommended to remain at 2 metres in the respiratory pathways and unscheduled/emergency care.



Please Note

If you have downloaded the NHS COVID-19 Test and Trace app remember to switch off Contact Tracing when you arrive at your workplace and switch it on again when you leave at the end of your shift / working day.

If you receive an alert to isolate, please follow the trust Test, Track & Trace policy and procedure.



**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 on arrival at a trust location.
- 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 physical 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).**



Contact with someone confirmed as COVID-19 positive

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 that there has been a significant breach or close contact without PPE the member of staff must then follow local Test and Trace policy and procedure.

If the risk assessment confirms that any of the mitigation listed below has been in place and appropriately adhered to, they are not considered as a close contact and do not 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 physical distancing rule cannot be maintained.**

Remember: As a member of the NHS you are a role model in your community. Please behave responsibly in applying Infection, Prevention & Control measures **at all times** to protect yourself - in doing so you protect your patients, your colleagues, your loved ones and all those you meet.



Seasonal Respiratory Infections (SRIs) secure Winter 2021/22 when coming to/from work



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Mitigating actions when coming to/from work include:

All individuals are required to wear a surgical mask when within buildings, unless they are protected behind protective screens or on your own within a room/office, or when eating/drinking.

- It is recommended to have a safety checkpoint set up at all entry points.
- 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.
- Additionally lateral flow testing can be used as an addition to mitigation measures.



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If the risk assessment confirms that any of the mitigation listed below has been in place and appropriately adhered to, they are not considered as a close contact and do not need to isolate:

- Trained in IPC and the wearing of a surgical mask;
- Ensuring the premises is well ventilated by routinely opening windows;
- Regular cleaning of surfaces, controls and equipment;
- Use of surgical masks where the 2m physical distancing rule cannot be maintained.

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Seasonal Respiratory Infections (SRIs) secure Winter 2021/22 when moving around trust sites



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Mitigating actions when moving around trust sites include:

All individuals are required to wear a surgical mask when within buildings, unless they are protected behind protective screens or on your own within a room/ office, or when eating/drinking.

- 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.
- Additionally lateral flow testing can be used as an addition to mitigation measures.



Contact with someone confirmed as COVID-19 positive

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If the risk assessment concludes that there has been a significant breach or close contact without PPE the member of staff must then follow local Test and Trace policy and procedure.

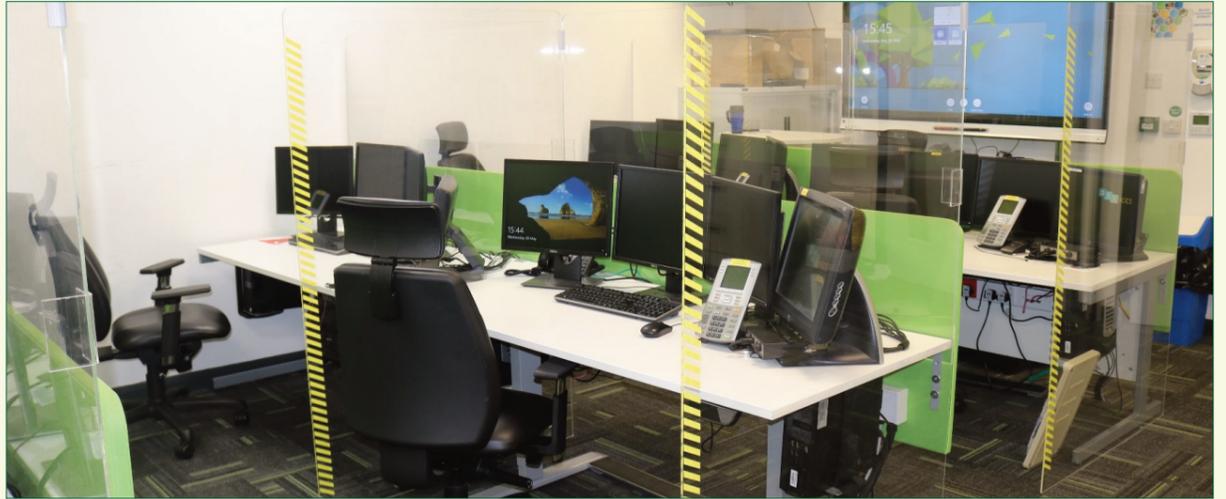
If the risk assessment confirms that any of the mitigation listed below has been in place and appropriately adhered to, they are not considered as a close contact and do not need to isolate:

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- Ensuring the premises is well ventilated by routinely opening windows;
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Seasonal Respiratory Infections (SRIs) secure Winter 2021/22 in general office areas



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General office mitigating actions include:

All individuals are required to wear a surgical mask when within buildings, unless they are protected behind protective screens or on your own within a room/office, or when eating/drinking.

- 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.
- Additionally lateral flow testing can be used as an addition to mitigation measures.



Contact with someone confirmed as COVID-19 positive

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.

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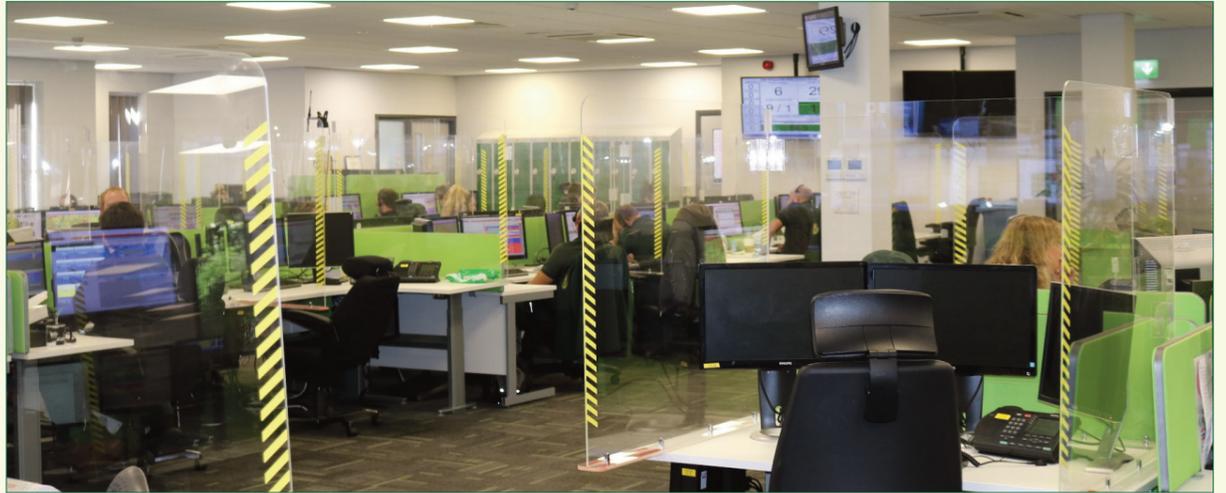
If the risk assessment confirms that any of the mitigation listed below has been in place and appropriately adhered to, they are not considered as a close contact and do not need to isolate:

- Trained in IPC and the wearing of a surgical mask;
- Ensuring the premises is well ventilated by routinely opening windows;
- Regular cleaning of surfaces, controls and equipment;
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Seasonal Respiratory Infections (SRIs) secure Winter 2021/22 in the Control Room



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Control room and contact centre mitigating actions include:

All individuals are required to wear a surgical mask when within buildings, unless they are protected behind protective screens or on your own within a room/office, or when eating/drinking.

- 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.
- Additionally lateral flow testing can be used as an addition to mitigation measures.



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If the risk assessment concludes that there has been a significant breach or close contact without PPE the member of staff must then follow local Test and Trace policy and procedure.

If the risk assessment confirms that any of the mitigation listed below has been in place and appropriately adhered to, they are not considered as a close contact and do not need to isolate:

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Seasonal Respiratory Infections (SRIs) secure Winter 2021/22 in meeting rooms/areas



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Meeting rooms/areas mitigating actions include:
All individuals are required to wear a surgical mask when within buildings, unless they are protected behind protective screens or on your own within a room/office, or when eating/drinking.

- 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 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.
- Lateral flow testing can be used as an addition to mitigation measures.



Contact with someone confirmed as COVID-19 positive

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- Trained in IPC and the wearing of a surgical mask;
- Ensuring the premises is well ventilated by routinely opening windows;
- Regular cleaning of surfaces, controls and equipment;
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Seasonal Respiratory Infections (SRIs) secure Winter 2021/22 in the Training Centre



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Training Centre mitigating actions include:

All individuals are required to wear a surgical mask when within buildings, unless they are protected behind protective screens or on your own within a room/office, or when eating/drinking.

- 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 physical 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.
- Additionally lateral flow testing can be used as an addition to mitigation measures.



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- Trained in IPC and the wearing of a surgical mask;
- Ensuring the premises is well ventilated by routinely opening windows;
- Regular cleaning of surfaces, controls and equipment;
- **Use of surgical masks where the 2m physical distancing rule cannot be maintained.**

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Seasonal Respiratory Infections (SRIs) secure Winter 2021/22 in the Crew rooms



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Control room and contact centre mitigating actions include:

All individuals are required to wear a surgical mask when within buildings, unless they are protected behind protective screens or on your own within a room/ office, or when eating/drinking.

- 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. Limit 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 physical 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.
- Lateral flow testing can be used as an addition to mitigation measures.



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