

<b>Personal controls at the team base.</b>	Yes	No	N/A
Colleagues know not report for work if showing any symptoms of COVID-19 symptoms include high temperature and/or new and continuous cough or a loss of, or change in, your normal sense of taste or smell (anosmia)	y		
Colleagues aware of other symptoms.	y		
Colleagues know to avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).	y		
Colleagues know to avoid use of public transport, when possible.	y		
Colleagues Wash hands regularly as per government and NHSBT advice: Upon entering and prior to leaving a workplace. Before and after eating or smoking. After coughing or sneezing.	y		
Colleagues maintain social distancing of 2m from others, whenever possible.	y		
Colleagues know how to implement good respiratory hygiene measures when coughing, sneezing, wiping or blowing nose removing and putting on face coverings	y		
Colleagues take temperature on arrival and clean thermometer thoroughly after use.	y		
Colleagues use disposable tissues when coughing or sneezing and dispose of immediately after use into the nearest waste bin or clinical waste bin	y		
Colleagues wear an appropriate FFP2 face mask as required	y		
When on site, all Visitors / Contractors to sign in and out.	y		
<b>Local Controls</b>			
<b>SOCIAL DISTANCING</b>			
Daily communications to emphasise social distancing.	y		
Social distancing signage in place to remind staff about “hands face space”	y		
Office-based colleagues working from home, wherever possible	y		
Occupancy limits in place for maintaining social distance in separate areas to include where applicable			
Garage area; - limited to drivers and stores person = 3			
With both the vehicles inside. – 3	y		
With one vehicle inside. – 2	y		
Without the vehicles inside. - 1	y		
Stores – 1	y		
Main Office – DCS and Manager = 2	y		
Kitchen/ Staff area/ Meeting room - 6	y		
Other offices - 1	y		
Computers arranged to allow space between workstations	y		
Computers arranged to avoid face to face working	y		
Equipment moved to create wider walkways	y		
Alternative work areas available for colleagues to work either in isolation or maintain 2m social distancing.	y		

