

Personal controls at the team base.	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)	x		
Colleagues aware of other symptoms.	x		
Colleagues know to avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).	x		
Colleagues know to avoid use of public transport, when possible.	x		
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.	x		
Colleagues maintain social distancing of 2m from others, whenever possible.	x		
Colleagues know how to implement good respiratory hygiene measures when coughing, sneezing, wiping or blowing nose removing and putting on face coverings	x		
Colleagues take temperature on arrival and clean thermometer thoroughly after use.	x		
Colleagues use disposable tissues when coughing or sneezing and dispose of immediately after use into the nearest waste bin or clinical waste bin	x		
Colleagues wear an appropriate FFP2 face mask as required	x		
When on site, all Visitors / Contractors to sign in and out.	x		
Local Controls			
SOCIAL DISTANCING			
Daily communications to emphasise social distancing.	x		
Social distancing signage in place to remind staff about "hands face space"	x		
Office-based colleagues working from home, wherever possible	N/A		
Occupancy limits in place for maintaining social distance in separate areas to include where applicable	x		
Garage area: -Vehicles not kept in garage			
With both the vehicles inside.			
With one vehicle inside.			
Without the vehicles inside. - 2			
Stores - 1			
Main Office/ Staff area/ Meeting room - 6			
Kitchen - 1			
Other offices - 1			
Computers arranged to allow space between workstations	x		
Computers arranged to avoid face to face working	x		
Equipment moved to create wider walkways		x	
Alternative work areas available for colleagues to work either in isolation or maintain 2m social distancing.	x		

