

| 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 | | |

