**Working outside the office**

**General**

1. You are strongly encouraged to have all Covid vaccinations that you are eligible for, as medically advised.
2. If you are at higher risk from covid (e.g. because you are immunosuppressed – [for further guidance read here](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)) or in the third trimester of pregnancy then you should tell your manager and arrange for an occupational health assessment to be carried out as soon as possible. If you do not tell your manager, they cannot apply any additional recommended protective measures.

**Going out and about as part of your role**

1. Do not work outside your home if you have symptoms of a respiratory infection (guidance [available here](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19)) and feel unwell, or you have symptoms of a respiratory infection and have a high temperature. You can resume normal work activities once you feel well enough to do so and no longer have a high temperature if you had one.
2. If you test positive for covid then you must not come into the office for 5 clear days starting with the day after you tested positive or felt unwell (whichever was first). Please talk to your manager to agree when you can return. This is particularly important if your job means that you are likely to come into contact with people who are [immunosuppressed.](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)
3. There is no general need to stay at home for work purposes if someone in your home has respiratory symptoms or has tested positive however your manager may risk assess the situation within the context of the work that you do. Please contact them in the first instance for guidance if needed. If you develop symptoms, or test positive then you must not attend the office.
4. There is no need to stay home for work purposes if you are aware/informed you have been in contact with an infected individual, unless your manager has specifically advised you otherwise. If you develop symptoms, or test positive then you must not attend the office.
5. If you develop the symptoms of a respiratory infection and feel unwell please go home. If you test positive for Covid please go home immediately. The relevant manager should arrange for any shared equipment you have been using to be cleaned.

**Travelling around the district**

1. If sharing a car with someone else you should open the window for ventilation
2. If using a pool car/van then you should clean the steering wheel and other common touch points before and after use

**Hygiene**

1. You should continue to practice good hand hygiene at all times – hand gel will continue to be available.
2. You should continue to practice good personal hygiene at all times e.g. cough or sneeze into a tissue and dispose of tissue in a lidded bin.

**Out on patrol or visits in the open air**

1. Face coverings are not generally required unless your manager advises otherwise (e.g. because of business continuity concerns at a particular time or a period straight after you are returning from absence due to Covid or a respiratory infection). You can choose to wear one if you prefer.
2. There is no requirement to keep your distance from others but you can choose to do so.

**Inspections/visits inside homes or businesses**

1. Before you go in you should check if anyone is unwell, has tested positive for covid or is at higher risk from covid. If those you are visiting do not provide you with this information then you should wear a Type IIR face mask (available from FM), maintain social distancing and try to keep the visit as short as possible.
2. If anyone is unwell or has covid then the visit should be re-arranged. If this is not possible then a bespoke risk assessment must be carried out (if you know they are Covid positive, this is a legal requirement) and agreed with your manager. Controls which could be considered include – asking the person to be in another room, use of Type IIR face masks, maintaining social distancing, keeping the time of the visit as short as possible and asking for windows to be opened.
3. If anyone you are visiting is at higher risk from covid then you must ensure excellent hand and personal hygiene throughout the visit and wear a type IIR face mask (available from FM). You should try to maintain a distance of 2m from those at risk at all times, carry out the visit as quickly as possible and request that windows should be opened.
4. If it becomes clear during the visit that someone is unwell or is likely to have covid then you should end the visit and arrange to revisit, as necessary.

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| **Version** | **Status** | **Dates/intended next steps** |
| Version One | For BMT, Staff Hub and H&S to review and provide feedback | Distributed Tuesday 19th April – feedback invited by Tues 3rd May |
| Version Two | Go live of new Office rules | Monday 9th May following All Staff briefing |