

Guidance with Covid-19 Safety Measures

Dear Colleagues,

We acknowledge how challenging recent months have been for our staff, and we extend our sincere thanks for your hard work during the ongoing pandemic. It is extremely challenging to maintain our guard at all times and this may inadvertently result in lapses in maintaining the recommended precautions in social interactions and other settings across our health and care facilities.

As Health and Social Care staff, it is our duty, role and responsibility to lead by example in adhering to COVID19 safety measures across all Trust facilities. It is vitally important that we do so to protect our services users, our families and ourselves and continue to strive to set an example to the wider public in relation to prevention of the spread of COVID19.

The purpose of this communication is remind all staff of their responsibilities and of the importance of practicing these important safety measures for all our safety.

Staff are reminded of the importance of **each of the following measures at all times:**

- Adhering to the 2 metre rule, particularly in common areas such as staff kitchens, dining areas, coffee stations, staffrooms and work areas;
- During break and meal times - do not gather in groups of more than two people;
- Practising good hand hygiene at all times;
- Wearing a face covering when entering, exiting and walking through communal areas;
- Wearing a face covering when the 2 metre rule cannot be observed;
- Adhering to the maximum occupancy guidance when using lifts;
- Frequent cleaning of shared workstations and high frequency touch points;
- All staff are being reminded to take care when wearing their uniform when not at work or in public. All staff must adhere to infection prevention and control policy, therefore any members of staff who have to travel in uniform should have it covered. Staff should not be wearing uniform when running personal errands. Please see the attached uniform policy ([click here](#));

Responsibilities for ALL Staff	Responsibilities for Managers
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It is the responsibility of each and every member of staff to follow the guidance and staff are encouraged to challenge any colleague, regardless of role or seniority, when the guidance is not being adhered to. If you have any concerns in relation to compliance please bring this to your managers attention immediately.

Managers are responsible for ensuring their staff work in a safe environment and are following the safety measures outlined above. It is therefore extremely important that managers take this responsibility seriously and ensure all work areas comply the COVID19 health and safety measures.

Should managers have any concerns in relation to safety within their area, it is extremely important these concerns are escalated urgently to enable them to be addressed as soon as possible.

Staff must also be aware that these precautions should extend to off duty activities in a social context and during travel to and from work as the risk of transmission remains the same regardless of setting.

The Trust has developed a safer working framework which outlines the changes required to minimise the risk of transmission in the workplace ([click here](#)). Included within this is a video demonstrating the important safety measures we should all be taking to protect each other.

Given the recent announcements both locally and nationally regarding the pandemic, there is no scope for complacency or inconsistency – the impact of COVID19 on our patients, service users, our colleagues and our families has the potential to be devastating.

It is vitally important that we all, as health and social care workers, continue to strive to set an example to the wider public in relation to prevention of the spread of COVID-19.

As stated above, following these measures is a health and safety issue that we must participate in and practice to the highest standards at all times.

Thank you

