



	<p><b>Provide adequate ventilation</b></p> <p>You should make sure there is an adequate supply of fresh air to indoor spaces where there are people present. This can be natural ventilation through opening windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both. In particular, you should identify any poorly ventilated spaces in your premises that are usually occupied and take steps to improve fresh air flow in these areas. In some places, a CO2 monitor can help identify if the space is poorly ventilated. <a href="#">Read the advice on air conditioning and ventilation on the HSE website.</a></p> <p><b>Clean more often.</b></p> <p>It's especially important to clean surfaces that people touch a lot. You should ask your staff and your customers to use hand sanitiser and to clean their hands frequently.</p> <p><b>Turn away people with COVID-19 symptoms</b></p> <p>Staff members or customers should self-isolate immediately if they show any symptoms of COVID-19 and book a PCR test as soon as possible, even if they are fully vaccinated. If they receive a positive COVID-19 test result, they must complete their full self-isolation period. They must also self-isolate if they have been informed by NHS Test and Trace that they are a contact of a person who has had a positive test result for COVID-19 – unless they are exempt. If you know that a worker is self-isolating, you must not allow them to come to work. It is an offence to do this.</p>	
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	<p><b>Enable people to check in at your venue</b>  You're no longer legally required to collect customer contact details, but doing so will support NHS Test and Trace to contact those who may have been exposed to COVID-19 so that they can book a test. You can enable people to check in to your venue by displaying an <a href="#">NHS QR code poster</a>. You do not have to ask people to check in or turn people away if they refuse. If you choose to display a QR code, you should also have a system in place to record contact details for people who want to check in but do not have the app.</p> <p><b>Communicate and train</b>  Keep all your workers, contractors and visitors up-to-date on how you're using and updating safety measures.</p> <p>These are the priority actions to make your business safer during COVID-19, you should also read the full version of the guidance below.</p>	
<p><b>Section 1: Thinking about risk</b></p> <p>That all employers carry out a risk assessment that includes the risk of COVID-19</p>	<p>As an employer, you must by law protect workers and others from risk to their health and safety. This includes risk from COVID-19.</p> <p>COVID-19 <b>transmission</b> is a workplace hazard. You must manage it in the same way as other workplace hazards. This includes:</p> <ul style="list-style-type: none"> <li>• completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace</li> </ul>	<p>This document will be the basis of the farm's Covid-19 risk assessment, it will be shared with all members of staff, stakeholders and made available on the farm's website.</p> <p>Procedure and training will be put in place through the risk assessment to ensure that a high level of hygiene and social distancing is maintained throughout the farm site by all.</p>

**1.1 Overview**

- identifying control measures to manage that risk

**Failure to carry out a suitable and sufficient risk assessment and put in place sufficient control measures to manage the risk may be considered a breach of health and safety law.**

Your risk assessment will help you decide whether you have done everything you need to. The Health and Safety Executive has tools to support you.  
<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

You should also consider the security implications of any decisions and control measures you intend to put in place. Any revisions could present new or altered security risks that may need to mitigation.

You do not have to write anything down as part of your risk assessment if you:

- have fewer than 5 workers
- are self-employed

However, you may still find it useful to do so.

**Consult your workers**

As an employer, you have a legal duty to consult workers on health and safety matters. You can do this by listening and talking to them about the work

	<p>they do and how you will manage the risks from COVID-19.</p> <p>If there are recognised trade union health and safety representatives who represent your workers, you must consult them.</p> <p>If any of your workers are not represented by trade union representatives, you can either consult those workers directly or a representative they have chosen. You cannot decide who the representative will be.</p> <p>Employers and workers should always come together to resolve issues.</p> <p><b>Enforcement</b>  Enforcing authorities identify employers who do not take action to comply with the relevant public health legislation and guidance to control public health risks. When they do, they can take a range of actions to improve control of workplace risks. The HSE and your local authority are examples of enforcing authorities.</p> <p>When they identify serious breaches, enforcing authorities can do a number of things. They include:</p> <ul style="list-style-type: none"> <li>• sending you a letter</li> <li>• serving you with an improvement or prohibition notice</li> </ul>	<p>The Farm Management and the Farm Health and Safety representative with support from the trustees will continue to follow the guidance issued by Central Government and the Local Authority</p>
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	<ul style="list-style-type: none"><li>• bringing a prosecution against you, in cases where they identify significant breaches</li></ul> <p>When an enforcing authority issues you with any advice or notices, you should respond rapidly and within their timescales.</p> <p>The vast majority of employers are responsible. They will work with the government and their sector bodies to protect their workers and the public.</p> <p>However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.</p> <p>Local authorities have the power to place public health restrictions on businesses in cases where a serious and imminent threat to public health is identified.</p> <p><b>How to raise a concern</b></p> <p>If you're an employee, you can contact:</p> <ul style="list-style-type: none"><li>• your employee representative</li><li>• your trade union if you have one</li></ul> <p>You can contact HSE at:</p> <p><b>HSE COVID-19 enquiries</b></p> <p>Telephone: 0300 790 6787 (Monday to Friday, 8:30am to 5pm)</p> <p>Online <a href="https://hsegov.microsoftcorporals.com/workingsafelyenquiries/">https://hsegov.microsoftcorporals.com/workingsafelyenquiries/</a></p>	
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**1.2 Managing risk:** To reduce risk to the lowest reasonably practicable level by taking preventative measures.

As an employer, you have a duty to take reasonably practical steps to manage risks in the workplace.

You must work with any other employers or contractors sharing the workplace to protect everybody's health and safety.

Consider reasonable adjustments for workers with disabilities, including hidden disabilities that are not immediately obvious.

**How COVID-19 is spread**

The main way of spreading COVID-19 is through close contact with an infected person. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes COVID-19. These particles can be breathed in by another person.

Surfaces and belongings can also be contaminated with COVID-19, when people who are infected cough or sneeze near them or if they touch them.

	<p><b>Managing risk and completing your risk assessment</b></p> <p>To carry out a suitable and sufficient risk assessment, you should consider the different ways the virus can spread and put in place measures to reduce the risk of each of these different ways.</p> <p>You should use the guidance to consider the risk within your business and decide the appropriate measures to adopt.</p> <p>This guidance suggests ways to reduce the risk of each of the different ways the virus can spread. You may also identify other measures to reduce risk when carrying out your risk assessment. Some of the measures may help reduce the risk of more than one of the different ways the virus can spread.</p> <p>To reduce the risk of the virus spreading through aerosols, consider:</p> <ol style="list-style-type: none"><li>1. Providing adequate ventilation:<ul style="list-style-type: none"><li>– through doors, windows and vents</li><li>– by mechanical ventilation using fans and ducts</li><li>– through a combination of both</li></ul></li></ol> <p>This is because fresh air helps to dilute the virus in occupied spaces. If you have mechanical ventilation, you should maximise the fresh air your system draws in and avoid systems that only recirculate air and do not draw in a supply of fresh air.</p>	
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	<p>2. Identifying any poorly ventilated spaces and taking steps to improve fresh air flow in these areas. A CO2 monitor could help you assess whether a space is poorly ventilated. If you can't improve ventilation in poorly ventilated spaces, minimise use of these spaces.</p> <p>3. Encouraging use of outside space where practical. Identifying any areas of congestion in your venue and considering if any reasonable steps could be taken to avoid this.</p> <p>4. Identifying any areas of congestion in your venue and considering if any reasonable steps could be taken to avoid this.</p> <p>To reduce the risk of the virus spreading through droplets, consider:</p> <p>1. Whether to put in place measures to reduce contact between people who do not normally mix, for example, customers and workers. Where practical, measures could include:</p> <p>-reducing the number of people each person has contact with by using designated space or seating for different teams, 'fixed teams, or 'partnering' or 'cohorting' so each person works with the same consistent group.</p> <p>-giving preference to back-to-back or side-to-side working or considering using screens or barriers to separate people from each other.</p>	<p><b>A Honeywell Transmission Risk Air Monitor</b> – a Carbon Dioxide detector - <b>wall mounted</b> (as advised by HSE) monitor - with a 'traffic light system of red, yellow, green' to identify current conditions, the actual rate ppm and the room temperature will be mounted in the classroom.</p> <p>Continue to work in bubbles/workgroups.</p>
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	<p>Screens are only likely to be beneficial if placed between people who will come into close face-to-face proximity with each other.</p> <p>2. Encouraging the use of face coverings by workers or customers in enclosed and crowded spaces. There is no legal requirement for staff and customers to wear face coverings in construction venues. If you wish to require the use of face coverings by workers and customers in a workplace or venue, you will need to consider carefully how this fits with other obligations to workers and customers arising from the law on employment rights, health and safety and equality legislation.</p> <p>To reduce the risk of the virus spreading through contaminated surfaces, you should consider:</p> <ol style="list-style-type: none"> <li>1. Advising students and staff to wash their hands or use hand sanitiser frequently. This is particularly important before and after touching shared objects or surfaces that other people touch regularly.</li> <li>2. Maintaining regular cleaning of surfaces, particularly surfaces that people touch regularly.</li> </ol>	<p>Face masks are to be worn in all communal areas (classroom and portacabin or when working one to one within one metre (unless working outside))</p>
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	<p>You should also make sure that workers and customers who feel unwell stay at home and do not attend the venue. By law, businesses must not allow a self-isolating worker to come to work.</p> <p>If your building has been unoccupied for a period during any lockdowns, you should <a href="#">read the HSE advice on legionella risks</a>.</p> <p>You should consider the recommendations in the rest of this document as you carry out your risk assessment. You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions.</p> <p>If you're currently operating, you will already have carried out a risk assessment. Use this document to identify any adjustments or further improvements you should make.</p> <p>You must review the measures you have put in place to make sure they're still working or if there are changes in the workplace that could lead to new risks.</p>	
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<p><b>1.3 Sharing your risk assessment results.</b></p>	<p>You should share your risk assessment results with your workforce.</p> <p>If possible, consider publishing the results on your website. We expect all employers with over 50 workers to do so.</p> <p>All businesses should show their workers and clients they have:</p> <ul style="list-style-type: none"> <li>• properly assessed their risk</li> <li>• taken appropriate measures to mitigate this</li> </ul>	<p>The risk assessment will be shared with all who are employed, volunteers, students and all stake holders plus published on the farm website.</p>
<p><b>Section 2: Who should go to work or attend the farm:</b> Office workers should work from home if they can. Employers should ensure workplaces are safe for anyone who cannot work from home.</p>	<p>Office workers who can work from home should do so from Monday 13 December. Anyone who cannot work from home should continue to go into work – for example, to access equipment necessary for their role or where their role must be completed in-person. In-person working will be necessary in some cases to continue the effective and accessible delivery of some public services and private industries. If people need to continue to go into work, they should consider taking lateral flow tests regularly to manage their own risk and the risk to others.</p> <p>Employers should consider whether home working is appropriate for workers facing mental or physical health difficulties, or those with a particularly challenging home working environment.</p>	<p>Those who can work from will do on a rota basis, managed by the farm management team</p>

<p><b>2.1 Protecting people who are at higher risk:</b> To support those who are at a higher risk of infection and/or an adverse outcome if infected.</p> <p><b>2.2 Protecting people who are at higher risk</b> To support those who are at a higher risk of infection and/or an adverse outcome if infected.</p> <p><b>2.3 People who need to self-isolate:</b> To stop people physically coming to work, when they're legally required to stay home.</p>	<p>You should give extra consideration to people at higher risk and to workers facing mental and physical health difficulties. <b>You might also have other workers who are at higher risk and for whom additional precautions, advised by their doctors, should be considered.</b></p> <p>Consider providing support for workers around mental health and wellbeing. This could include advice or telephone support.</p> <p><b>You should give extra consideration to people who may consider themselves to be at higher risk and to workers facing mental and physical health difficulties. You might also have other workers who are at higher risk and for whom additional precautions, advised by their doctors, should be considered.</b></p> <p><b>Consider providing support for workers around mental health and wellbeing. This could include advice or telephone support.</b></p> <p>This includes people who:</p> <ul style="list-style-type: none"> <li>• have tested positive COVID-19.</li> <li>• <b>have been told to self-isolate by NHS Test and Trace</b></li> </ul>	<p>Staff or students who are classed as clinically extremely vulnerable will have an individual COVID risk assessment to determine whether the level of risk is acceptable for them to attend the farm which may mean they will be placed in an individual bubble. Those who are extremely clinically may attend the farm if they are not shielding. <a href="#">protecting people who are clinically extremely vulnerable</a>.</p> <p>Adult students can attend the farm in line with current guidelines.</p> <p>School aged students may attend the farm in line with current guidelines. Volunteers may attend the farm when in restricted numbers of 5 per week <b>if fully vaccinated</b></p> <p>Members of staff who have been identified to work from home will receive regular contact from the management team to give support.</p> <p>Members of staff will be made aware of the government guidance for self-isolating and if appropriate will be supported to work from home if not they will be placed on statutory sick. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p>
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	<p><b>People who do not need to self-isolate</b></p> <p>People who have had close contact with someone with COVID-19 do not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> <li>• they're fully vaccinated</li> <li>• they're under 18 years 6 months old</li> <li>• they're taking part in or have taken part in an approved COVID-19 vaccine trial</li> <li>• they're not able to get vaccinated for medical reasons</li> </ul> <p>Anyone who has been identified as a contact of someone with COVID-19, and who is not legally required to self-isolate, is now strongly advised to:</p> <ul style="list-style-type: none"> <li>• take a rapid lateral flow test every day for 7 days, or until 10 days after their last contact with the person who tested positive for COVID-19 if this is earlier</li> <li>• take this daily rapid lateral flow test before they leave their home for the first time that day</li> </ul> <p>If any of these tests are positive then they should self-isolate immediately and <a href="#">get a PCR test</a>.</p> <p><a href="#">Find out more about when to self-isolate.</a></p>	<p>If members of staff or students are contacted by the NHS test and trace service <b>or</b> they have been in close contact with someone who has tested positive for coronavirus, <b>may still attend the farm but must take a rapid lateral flow test every day for 7 days, or until 10 days after their last contact with the person who tested positive for Covid-19 if this is earlier, the test must be taken each day before they leave home to attend the farm.</b></p> <p>If any of these tests are positive then they are to self-isolate immediately and <a href="#">get a PCR test</a>.</p> <p>Contact details will be taken each day of those who attend or visit the farm, these details will be kept for a period of 21 days. <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <p>All members of staff and users of the farm are to follow the Covid-19 flow table for the actions to be taken by them and the farm concerning a situation with Covid-19.</p>
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	<p><b>You will usually need to:</b></p> <ol style="list-style-type: none"><li>1. Enabling workers to work from home while self-isolating if appropriate. It's illegal to knowingly require or encourage someone who is being required to self-isolate to come to work.</li><li>2. See current guidance related to statutory sick pay due to COVID-19 for:<ul style="list-style-type: none"><li>– <a href="#">statutory sick pay for employers</a></li><li>– <a href="#">statutory sick pay for employees</a></li></ul></li><li>3. Ensure any workers who have symptoms of COVID-19 self-isolate immediately, even if their symptoms are mild. <b>They should continue to self-isolate until they get a negative PCR test result or for the next 10 full days.</b> This means that if, for example, their symptoms started at any time on the 15th of the month their isolation period ends at 11:59pm on the 25th.</li></ol> <p>These symptoms are:</p> <ul style="list-style-type: none"><li>– a high temperature</li><li>– a new, continuous cough</li><li>– a loss or change to their sense of smell or taste (anosmia)</li></ul> <p>Workers who have tested positive for COVID-19 must self-isolate immediately and continue for the next 10 full days, <b>even if they are fully vaccinated.</b></p>	
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	<p>Workers that test positive but have no symptoms must also self-isolate in this way. Sometimes workers develop symptoms during their isolation period. In these cases, they must restart their self-isolation period from the day after they develop symptoms.</p> <p>Workers may be able to end their self-isolation period before the end of the 10 full days. They can take a daily rapid lateral flow test from the sixth day of their isolation period, and another lateral flow test on the following day. The second lateral flow test should be taken at least 24 hours later. If both these test results are negative, and they do not have a high temperature, they may end their self-isolation after the second negative test result.</p> <p>See the guidance on <a href="#">when you need to keep self-isolating</a>.</p> <p>Self-isolating workers who have tested negative for COVID-19 may be able to return to work. Some exceptions apply. See the guidance on <a href="#">when you need to keep self-isolating</a>.</p> <p>4. Ensure workers who are contacts of individuals who test positive for COVID-19 self-isolate for a period of 10 days, unless they're <a href="#">fully vaccinated or meet the other criteria</a>.</p>	<p>If members of staff or students have been in contact with suspected or a confirmed case of the Omicron variant they are to self-isolate.</p>
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<p><b>2.4 Equality in the workplace:</b> To make sure that nobody is discriminated against.</p> <p>In applying this guidance, be mindful of the particular needs of different groups of workers or individuals.</p> <p>It's against the law to discriminate against anyone because of their age, sex, disability, race or other 'protected characteristic'. <a href="#">Read the government guidance on discrimination.</a></p> <p>Employers also have particular responsibilities towards:</p> <ul style="list-style-type: none"> <li>• disabled workers</li> </ul>	<p>5. <b>Ensure any workers who have been told to self-isolate by NHS Test and Trace to do so. See the <a href="#">guidance for those who have been in contact with, but do not live with, a person who has tested positive for COVID-19.</a></b></p> <p><b>If staff members feel unwell but do not have COVID-19 symptoms, or their test is negative, staying at home until they feel better could reduce the risk of passing on an illness to colleagues. <a href="#">Find out what staff should do if they're feeling unwell.</a> <a href="#">Find out more.</a></b></p> <p><b>You will usually need to:</b></p> <ol style="list-style-type: none"> <li>1. Understanding and taking into account the particular circumstances of those with different protected characteristics.</li> <li>2. Involve and communicating appropriately with workers whose protected characteristics might either: <ul style="list-style-type: none"> <li>-expose them to a different degree of risk</li> <li>-make any steps you are thinking about inappropriate or challenging for them.</li> </ul> </li> <li>3. Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equality's legislation.</li> </ol>	<p>The farm will continue to follow the Equality Policy already in place to ensure all are treated equally. Where adjustments have been or will be made to the working practices due to COVID-19, the management team will communicate these changes to members of staff and assess whether the changes are appropriate and do not put them at further risk.</p>
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<ul style="list-style-type: none"> <li>workers who are new or expectant mothers. <a href="#">COVID-19 advice for pregnant employees</a></li> </ul> <p>You might also have other workers who are at higher risk and for whom additional precautions should be considered.</p>	<ol style="list-style-type: none"> <li>Make reasonable adjustments to avoid disabled workers being put at a disadvantage.</li> <li>Assess the health and safety risks for new or expectant mothers.</li> <li>Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments.</li> </ol>	
<p><b>Section 3: Reducing contact for workers</b></p> <p>Reducing the risk of spreading COVID-19 by reducing the number of people workers come into contact with.</p>	<p>There are no legal limits on contact between people from different households including in the workplace. There is no government requirement or recommendation for employers to limit capacity in the workplace, however office workers who can work from home should do so.</p> <p>If, based on setting-specific risk assessments, you decide to reduce contact in particular circumstances, you may want to consider the following mitigations:</p> <ul style="list-style-type: none"> <li>designating seating (for example in offices) for specific teams, or using 'cohorting', 'fixed teams' or 'partnering', so each person works with the same consistent group</li> <li>where space and capacity allow, giving preference to back-to-back or side-to-</li> </ul>	<p>The farm will continue with the following control measures:</p> <p>To ensure those on the farm maintain/aid social distancing the following will apply:</p> <ul style="list-style-type: none"> <li>Markings on the floor showing 2 metre distancing.</li> <li>Directional floor arrows showing the flow of people traffic, see the farms floorplan.</li> <li>Work zones with small workgroups (bubbles) will be identified.</li> <li>The workday will be broken into 3 work sessions to reduce the time workgroups are working together (early am, late am and pm)</li> <li>Activities will only take place if social distancing can be achieved <b>that being 1 metre.</b></li> <li>Bubbles will keep 2 metres away from other bubbles.</li> <li>Aim for activities to be done outside where possible.</li> </ul> <p>The management team are to stagger staff arrival times to reduce crowding at the main entrance. Students are</p>

	<p>side working between cohorts or fixed teams who don't normally mix</p> <ul style="list-style-type: none"> <li>• using screens or barriers to separate people who don't normally mix (for example between workers and customers), noting that screens are only likely to be beneficial if placed between people who come into close face-to-face proximity with each other, and may not be practicable between desks in a side-to-side office setting</li> </ul> <p>You should consider the need for these mitigations in the context of other COVID-19 workplace mitigations (such as ventilation, regular cleaning of surfaces and the use of face coverings) you have put in place. They should only be applied where practical. For example, without imposing restrictions on business operations or reducing workplace capacity.</p> <p>You should take account of those with protected characteristics and discuss with disabled workers what reasonable adjustments can be made to the workplace so they can work safely.</p>	<p>to arrive between 9.00 to 9.30am and depart between 3 and 3.30pm.</p> <p>Students arriving by taxis provided by Passenger Transport are to follow the guidance given by them when travelling in the taxi.</p> <p>Staff on arrival are to park to the front of the farm and use the main entrance, once in the building wash hands. Departure from the farm will be the reverse.</p> <p>Students on arrival are to be dropped off to the area to the right of the main gate, they will be greeted by a member of staff and taken through the two side gates to the wash station in the yard to wash hands then into the main barn to the changing area at the far end of the barn. The departure from the farm will be the reverse.</p> <p>Only two members of staff are to use the Accounts Office, Education Office, Reception Office and the Barn Office at one time <b>wearing masks</b>, where possible with the doors and windows open for added ventilation. If someone needs to see a member of staff in a particular office this should be done from the door, if confidential then move to the portacabin where you will be able to achieve social distance <b>of 1 metre</b>. If that is not possible then entrance to the office is permitted but only for short periods of time and try to keep apart. See Annex A: Safe System of Work for Offices.</p> <p>Only one member of staff is to use the kitchen and two members of staff to use the staffroom at any one time.</p>
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		<ul style="list-style-type: none"> <li>• Face shields</li> <li>• Disposable bags</li> </ul> <p>Fire evacuation drills are to be suspended until further notice, staff and students are to be reminded of the evacuation drill and location of the assembly area.</p>
<p><b>Section 4: Reducing risk for your customers, visitors, and contractors:</b></p> <p>4.1 Providing and explaining available guidance:</p> <p>To make sure people understand what they need to do to maintain safety.</p>	<ol style="list-style-type: none"> <li>1. Giving people clear guidance on how to reduce the risk of spreading COVID-19 when they arrive. <b>For example, by phone, on the website or by email or</b> with on-site signage and visual aids. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.</li> <li>2. Establishing host responsibilities related to COVID-19. Provide any necessary training for people who act as hosts for visitors.</li> <li>3. Reviewing entry and exit routes for visitors and contractors. Do this to reduce contact with other people.</li> <li>4. Coordinating and cooperating with other occupiers, if you share facilities with other businesses. This includes landlords and other tenants.</li> <li>5. Telling visitors that if they choose to wear a face covering they should be prepared to remove it if asked to do so by police officers and staff for identification.</li> <li>6. Ensuring the information, you provide to visitors does not compromise their safety.</li> </ol>	<p>The farm will remain closed to the general public. Other visits from contractors, RDA Quiet Corner students and donations of equipment etc, will be permitted by appointment only.</p> <p>Those who are taking an appointment are to explain the procedures we have in place.</p> <p>To limit numbers on site, deliveries and <b>collections ie pre-booked manure orders</b>, are to be arranged when students are not on site.</p> <p>A sign at the main entrance to explaining the farm is closed to the general public, deliveries are to be left outside the main entrance in the blue box, unless it is delivery of food stock then this is to be taken straight to barn/storage area, these types of deliveries are to be arranged after students have arrived and before they leave at the end of the day.</p>

<p><b>4.2 Working in other people's homes</b> To work safely in other people's homes</p>	<p>If you're going to someone else's home to work, for example to carry out construction or repairs, you should communicate with households before any visits, to discuss how the work will be carried out to reduce risk for all parties.</p> <p>You should not carry out work in households that are isolating because one or more family members has symptoms, unless you're remedying a direct risk to the safety of the household or the public.</p> <p><b>When you're working in a household where somebody may consider themselves to be at higher risk, you should consider making prior arrangements to avoid face-to-face contact if possible.</b></p> <p>When you're working in a household where somebody is clinically vulnerable, make prior arrangements to avoid any face-to-face contact.</p> <p>You should be particularly strict about handwashing, coughing and sneezing hygiene, such as covering your nose and mouth and disposing of single-use tissues.</p> <p><b>You should consider:</b></p> <ol style="list-style-type: none"> <li><b>1. Asking households to leave all internal doors open, to minimise contact with door handles.</b></li> </ol>	<p>Off-site visits are permitted as agreed with the Trustees but not to students' homes and will have relevant risk assessments.</p>
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	<ol style="list-style-type: none"> <li>2. Identifying busy areas across the household where people travel to, from or through. For example, stairs and corridors. Minimise movement within these areas.</li> <li>3. Taking breaks outside where possible.</li> <li>4. Limiting the number of workers within a confined space.</li> <li>5. Arranging methods of safely disposing of waste with the householder.</li> <li>6. Allocating the same worker to the same household each time there is a visit where possible. For example, the same cleaner each time.</li> <li>7. Wearing a face covering if you are indoors with someone you do not normally meet.</li> </ol>	
<p><b>Section 5: Cleaning the workplace</b></p> <p><b>5.1 Before reopening:</b> To make sure that any site or location that has been closed or partially operated is clean and ready to restart.</p>	<p>Before you restart work, you should:</p> <ul style="list-style-type: none"> <li>• assess all sites or part of sites that have been closed.</li> <li>• review cleaning procedures and provide hand sanitiser.</li> </ul>	<p>Before students were permitted back on site the contracted cleaner conducted a deep clean in the communal areas focusing on frequently touched surfaces:</p> <ul style="list-style-type: none"> <li>• Desktops and all work surfaces</li> <li>• Doorknobs and door handles</li> <li>• Light switches and dimmer switches</li> <li>• Computer monitors, keyboards, mice</li> <li>• Tablets and laptops</li> </ul>

<p><b>5.2 Keeping your workplace clean:</b> To keep the workplace clean and prevent the spread of COVID-19 from touching contaminated surfaces.</p>	<p><b>You should consider:</b></p> <ol style="list-style-type: none"> <li>1. Clean work areas and equipment between uses, using your usual cleaning products.</li> <li>2. Frequent cleaning of objects and surfaces that are touched regularly, including buckets, site equipment and control panels, and making sure there are adequate disposal arrangements for cleaning products.</li> <li>3. Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</li> <li>4. Sanitising all hand tools, controls, machinery and equipment after use.</li> </ol>	<ul style="list-style-type: none"> <li>• Telephone equipment</li> <li>• All chair rests and arms</li> <li>• Canteen tables and chairs, crockery, trays and cutlery</li> <li>• Sinks, taps and kitchen areas</li> <li>• Toilets, including all surfaces</li> </ul> <p>Cleaning in non-healthcare settings. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Staff and students are required to frequently wipe their work areas down and keep work zones clear of rubbish.</p> <p><b>The farm is also thoroughly cleaned every other day on a Sunday, Tuesday and Thursday by the contracted cleaner.</b></p> <p>Provide a non-recycling bin for disposable face coverings and gloves.</p>
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<p><b>5.3 Hygiene – handwashing, sanitation facilities and toilets:</b> To help everyone keep good hygiene through the working day.</p>	<ol style="list-style-type: none"> <li>5. If you are cleaning after a known or suspected case of COVID-19, refer to the <a href="#">guidance on cleaning in non-healthcare settings</a>..</li> <li>6. Providing extra non recycling bins for workers and visitors to dispose of single use face coverings and PPE. You should refer to the <a href="#">guidance on how to dispose of personal or business waste, including face coverings and PPE</a>.</li> <li>1. Providing extra handwashing facilities, for example pop-ups. Do this particularly on a large site, or where there are significant numbers of personnel on site</li> <li>2. Using signs and posters to make people aware: <ul style="list-style-type: none"> <li>-how to wash their hands well</li> <li>– that they should wash their hands frequently</li> <li>– that they should not touch their faces</li> <li>– they should cough or sneeze into a tissue which is binned safely, or into their arms if a tissue is not available</li> </ul> </li> <li>3. Providing regular reminders and signage to maintain hygiene standards.</li> </ol>	<p>As part of the cleaning process after a known or suspected case of Covid-19 the farm will consider whether there is a need for fogging to take place.</p> <p>Increase to six wash stations for hand washing to be located in the classroom, main barn, West Ashton Meadow and the yard, plus six sanitiser units in the field and picnic areas.</p> <p>Staff and students are to wash their hands-on arrival at the farm and frequently throughout the day for a period of 20 seconds each time, staff will also be provided with a personal hand sanitiser</p> <p>All are encouraged to catch coughs and sneezes with disposable tissues then throw used tissues away and then wash hands, if they don't have a tissue then use their sleeve.</p> <p>Toilets are to be wiped down after each use.</p>
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	<ol style="list-style-type: none"> <li>4. Providing hand sanitisers in multiple locations in addition to washrooms, considering the needs of people with disabilities.</li> <li>5. Setting clear use and cleaning guidance for toilets to ensure they are kept clean.</li> <li>6. Enhancing cleaning for busy areas.</li> <li>7. Taking special care should be taken for cleaning of portable toilets.</li> <li>8. Providing more waste facilities and more frequent rubbish collection.</li> <li>9. Providing hand drying facilities – either paper towels or electrical dryers.</li> <li>10. Keeping the facilities well ventilated, for example, by ensuring any mechanical ventilation works effectively and opening windows and vents where possible.</li> </ol>	<p>Each bubble has been allocated their own changing/storage areas to achieve Social Distancing; lockers are to be left open.</p> <p>The barn door leading to the yard, office doors the doors leading to the classroom and barn on the main site are to be kept opened, if possible, for added ventilation.</p>
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**5.4 Changing rooms and showers:**

To reduce the of risk COVID-19 spreading in changing rooms and showers

The enclosed nature of changing rooms may result in increased risk of COVID-19 spreading. You should manage them carefully to reduce that risk. Businesses should update their risk assessments for each premises where changing rooms are being used.

You should ensure adequate ventilation in changing rooms. For example, by ensuring mechanical ventilation works effectively and opening windows and vents where possible. [Read the advice on air conditioning and ventilation.](#)

**You should consider:**

1. Setting clear use and cleaning guidance for showers, lockers and changing rooms. This is to ensure they're kept clean and clear of personal items.
2. Enhancing cleaning of all facilities regularly during the day and at the end of the day. Use normal cleaning products. Pay attention to frequently hand touched surfaces, and consider using disposable cloths or paper roll to clean all hard surfaces.
3. Keeping the facilities well ventilated. For example, by ensuring any mechanical ventilation works effectively and opening windows and vents where possible.
4. Making hand sanitiser available on entry and exit.

<p><b>5.5 Handling equipment, materials, waste, and onsite vehicles:</b> To reduce the spread of COVID-19 through contact with objects that come into the workplace and vehicles at the worksite.</p>	<ol style="list-style-type: none"> <li>1. Putting in place cleaning procedures for the parts of shared equipment people touch after each use. Consider all equipment, tools and vehicles. For example, pallet trucks and forklift trucks.</li> <li>2. Encouraging people to wash their hands more often. Introducing more handwashing facilities for workers who handle goods and merchandise. Providing hand sanitiser where this is not practical.</li> <li>3. Regular cleaning of vehicles that workers may take home.</li> <li>4. Regularly cleaning reusable delivery boxes.</li> </ol>	<p>All tools are to be wiped down before and after use.</p> <p>The farm vehicle may be used by authorised and trained staff at the farm and is to be wiped down before, and after each use.</p>
<p><b>Section 6: Personal protective equipment (PPE) and face coverings</b></p> <p><b>6.1 Personal Protective Equipment (PPE)</b></p>	<p>Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should keep doing so. Any use of PPE should be determined by an assessment of risks in the workplace.</p> <p>Do not encourage the precautionary use of PPE to protect against COVID-19 unless you're in a clinical settings or when responding to a suspected or confirmed case of COVID-19.</p> <p>Unless you're in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that PPE has an extremely limited role in providing extra protection.</p>	<p>Normal PPE is to be worn when the risk assessment states it is needed.</p>

<p><b>7.2 Face coverings</b></p>	<p>If your risk assessment does show that PPE is required, you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.</p> <p>A face covering is something which safely covers your mouth and nose.</p> <p>Face coverings are required by law in most indoor public places. This includes takeaway services (where there is no space for consumption of food or drink on the premises).</p> <p>They are not required in construction and other outdoor working environments.</p> <p><a href="#">Find more information on when and where to wear face coverings.</a></p> <p>Where worn correctly, this may reduce the risk of transmission to themselves and others. Be aware that workers may choose to wear a face covering in the workplace.</p> <p>In settings where a face covering is not legally required, businesses can choose to encourage customers, visitors or workers to wear a face covering.</p>	<p>Face coverings are to be worn in communal areas which includes the classroom and the portacabin; face coverings are also to be worn when working one to one.</p>
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	<p>Consider encouraging the use of face coverings by workers (for example through signage), particularly in indoor areas where they may come into contact with people they do not normally meet. This is especially important in enclosed and crowded spaces.</p> <p>When deciding your approach to face coverings, you need to consider the reasonable adjustments for staff and clients with disabilities. You also need to consider carefully how this fits with other obligations to workers and customers arising from the law on employment rights, health and safety and equality legislation.</p> <p>Some people are not able to wear face coverings, and the reasons for this may not be visible to others. Please be mindful and respectful of such circumstances. Be aware that face coverings may make it harder to communicate with people who rely on lip reading, facial expressions and clear sound.</p> <p><b>Face coverings for staff</b></p> <p>If your workers choose to wear a face covering, you should support them in using face coverings safely. This means telling them:</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering. They should also do this before and after removing them</li> </ul>	<p>Members of staff or students may also wear face coverings outside if they choose to but need to follow the following guidelines:</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering. They should also do this before and after removing them</li> <li>• Avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change their face covering if it becomes damp or if you've touched them.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> </ul>	<ul style="list-style-type: none"> <li>• Change their face covering if it becomes damp or if you've touched them.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> </ul>
<p><b>Section 7 Workforce management</b></p> <p><b>7.1 Outbreaks in the workplace</b> To provide guidance if there is a COVID-19 outbreak in your workplace.</p>	<ol style="list-style-type: none"> <li>1. Making sure your risk assessment includes an updated plan in case of an outbreak. Where possible, your plan should nominate a single point of contact (SPOC). The SPOC should lead on contacting local Public Health teams.</li> <li>2. If you become aware of any positive cases of COVID-19 in your workplace, you should follow the <a href="#">guidance for employers</a>.</li> <li>3. <b>If a staff member tests positive for COVID-19, you should immediately identify any close workplace contacts and ask them to self-isolate, unless they're <a href="#">fully vaccinated or meet the other criteria</a>. (Contacts of individuals with a suspected or confirmed case of the Omicron variant, must self-isolate, regardless of their age or vaccination status.) You should not wait for NHS Test and Trace. This prompt action will help reduce the risk of a workplace outbreak.</b></li> <li>4. <b>You should inform your local authority public health team if there is an outbreak at your</b></li> </ol>	<p>Each day records are to be kept with contact details of all those that attend the farm site. The details are destroyed after 21 days.</p> <p>If a member of staff or student develops symptoms during the working day the following actions are to be taken: The person displaying symptoms.</p> <ul style="list-style-type: none"> <li>• Staff/student is moved to isolation room (at present the portacabin, the management team will allocate further areas if multiple cases)</li> <li>• Supervision in full PPE</li> <li>• Parent is contacted and student taken home – parent to transport.</li> <li>• Person isolates for 10 days.</li> </ul> <p>Staff and students from symptomatic person's bubble:</p> <ul style="list-style-type: none"> <li>• Stay in current work area maintaining social distance.</li> </ul>

	<p>workplace. Further information on the thresholds for notifying outbreaks and who to contact is available from your local authority.</p> <p>If your local UKHSA health protection team declares an outbreak, you will be asked to:</p> <ul style="list-style-type: none"> <li>– record details of symptomatic staff</li> <li>– assist with identifying contacts</li> </ul> <p>You should therefore ensure all employment records are up to date.</p> <p>5. To ensure eligible individuals can access Test and Trace Support payments you may consider providing staff details to the NHS Self Isolation Hub when:</p> <ul style="list-style-type: none"> <li>– a staff member who was in close contact with the person testing positive has indicated they are not exempt from self-isolation, but the person testing positive was unable to provide that person’s details to NHS Test and Trace</li> <li>– it’s particularly difficult for the person testing positive to identify or provide details of some members of staff they were in contact with, for example temporary workers, contractors or staff working irregular shift patterns.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrangements made for students and then staff to go home if they’re not fully vaccinated, older than the age of 18 years 6 months, they’re not taking part in or have not taken part in an approved Covid-19 vaccine trial.</li> <li>• Where possible rapid lateral flow tests are to be taken (mindful permission is to be given by parent or carer)</li> <li>• Work area fully cleaned and closed, if possible, for 72 hours.</li> </ul> <p>All members of staff and users of the farm are to follow the Covid-19 flow table for the actions to be taken by them and the farm concerning a situation with Covid-19.</p> <p>The single point of contact at the farm (SPOC) is the Farm Manager who is to follow procedures for an outbreak of COVID-19 issued by the local protection team.</p>
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<p><b>7.2 Work-related travel:</b> To keep people safe when they travel between locations.</p>	<ol style="list-style-type: none"> <li>1. Encouraging people travelling together in any one vehicle to, wherever possible use fixed travel partners or avoid sitting face-to-face.</li> <li>2. Providing adequate ventilation by switching on ventilation systems that draw in fresh air or opening windows. You could open windows only partially if it's cold. For more information on ventilation in vehicles read <a href="#">HSE guidance on ventilation and air conditioning</a>.</li> <li>3. Cleaning shared vehicles between shifts or on handover.</li> </ol>	<p>Students using transport provided by Passenger Transport or their support network are to follow the guidelines issued by those organisations.</p> <p><b>Those using transport provided by Passenger Transport are follow guidance issued by Passenger Transport.</b></p>
<p><b>7.3 Communications and training:</b> To make sure all workers understand COVID-19 related safety procedures.</p>	<p><b>You should consider:</b></p> <ol style="list-style-type: none"> <li>1. Communicating clearly, consistently, and regularly. This will improve understanding and consistency of ways of working.</li> <li>2. Engaging with workers through existing communication routes and worker representatives. Do this to explain and agree any changes in working arrangements.</li> <li>3. Developing communication and training materials for workers before they return to the site. This is especially important for new procedures for arrival at work.</li> </ol>	<p>Online training is provided regarding COVID-19.</p> <p>On return to work the Staff are to receive training before the farm reopens, the aim will be highlighting the new procedures in place and the importance of social distancing, good hygiene, face coverings, taking temperatures and action required if someone shows symptoms of COVID-19.</p>

<p><b>Ongoing communications and signage:</b> To make sure all workers are updated on how you're implementing or updating safety measures.</p>	<p><b>You will usually need to:</b></p> <ol style="list-style-type: none"> <li>1. Engaging with workers on an ongoing basis. This includes dealing with trade unions, or employee representative groups. Do this to monitor and understand any unforeseen impacts of changes to working environments.</li> <li>2. Being aware of and focus on mental health. Mental health is important, especially during times of uncertainty. The government has published <a href="#">guidance on the mental health and well-being aspects of coronavirus (COVID-19)</a>.</li> <li>3. Using simple, clear messaging to explain guidelines using images and clear language. You should consider people: <ul style="list-style-type: none"> <li>– who do not have English as their first language</li> <li>– who have protected characteristics. For example, visual impairments</li> </ul> </li> <li>4. Using visual communications to explain safe working practices around the working site. For example, whiteboards or signage. Do this to reduce the need for face-to-face communications.</li> <li>5. Communicating approaches and operational procedures with suppliers, customers or trade bodies to help their adoption and to share experience.</li> </ol>	<p>Information given during staffing meetings.</p> <p>Remind members of staff there is a free confidential staff counselling helpline for them to access.</p>
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<p><b>Section 8. Test and Vaccinations:</b></p>	<p>It's important that you continue to put measures in place to reduce the risk of spreading COVID-19. This is important even if your workers have:</p> <ul style="list-style-type: none"> <li>• received a recent negative test result</li> <li>• had the vaccine (either 1 or 2 doses)</li> <li>• natural immunity (based on proof of a positive PCR within the past 180 days)</li> </ul> <p>Where you are providing testing on-site, you should ensure that workplace testing is carried out in a safe manner and in an appropriate setting where control measures are in place to manage the risk of COVID-19 transmission during the testing process. These include:</p> <ul style="list-style-type: none"> <li>• frequent cleaning</li> <li>• good hygiene</li> <li>• adequate ventilation.</li> </ul> <p>You should also ensure that an appropriate setting is available for individuals to wait in while their test is processed.</p> <p>Anyone with COVID-19 symptoms can <a href="#">get a free NHS test</a>.</p>	<p>All members of staff will receive a PCR test every Thursday, <b>plus rapid lateral flow test on days when staff, volunteers and contractors attend the farm</b>, which will be managed by Ashley and Suzanne.</p> <p>The tests will be provided by the local Authority and ordered by Suzanne.</p> <p>Volunteers and staff will be issued with a Covid flow test kit comprising 7 tests. Staff/volunteers will self-test on or before arrival at the farm, register the result on the .gov website using the UON: 50032234 and show the 'negative' result on the test strip to Suzanne, Ashley or Wendy on arrival at the farm.</p> <p>Suzanne or Ashley records the test results on daily record sheet which is in a folder in the reception office.</p>
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<p><b>8.1 Accessing testing</b></p>	<p>Employees who do not have symptoms of COVID-19 can access testing free of charge at home or at a test site. <a href="#">Read guidance on accessing tests if you do not have symptoms of COVID-19.</a></p> <p>You can also pay an approved provider to provide tests or run a test site for your workplace. Read guidance on <a href="#">getting COVID-19 tests for your employees.</a></p> <p>Regular testing could help identify more positive cases of COVID-19 in the workplace. Read further guidance on <a href="#">your options for workplace testing</a>, or call 119 for more information.</p>	
<p><b>9.2 Vaccinations</b></p>	<p>The (COVID-19) vaccine is available in England through the NHS.</p> <p>Employers should support staff in getting the COVID-19 vaccine once it's offered to them. <a href="#">Read further guidance on supporting staff to get vaccinated.</a></p>	<p>All staff and volunteers are to be fully vaccinated.</p>

Where to find more information:

- [Coronavirus \(COVID-19\): what you need to do](#)
- [Coronavirus \(COVID-19\): HSE guidance on ventilation and air conditioning](#)
- [Coronavirus \(COVID-19\): HSE guidance on gloves](#)
- [Coronavirus \(COVID-19\): HSE guidance on mask fittings](#)
- [Coronavirus \(COVID-19\): Department of Health and Social Care guidance on masks](#)

Find advice and support from your [business representative organisation or trade association](#).

## Appendix Definitions

Common Areas	The term 'common area' refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, store rooms, laundry facilities.
Support Bubbles	The term 'support bubble' refers to single adult households, where adults live alone or with dependent children only, expanding their support network so that it includes one other household of any size. Further guidance on this can be found here: <a href="https://www.gov.uk/guidance/meeting-people-from-outside-your-household">https://www.gov.uk/guidance/meeting-people-from-outside-your-household</a>
Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>
Clinically vulnerable people	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a>

## Safe System of Work for Offices

- Upon entering main building staff should use the hand Sanitiser by the entrance door
- Please leave a 2 m distance between you and the person entering before you
- No loitering around other member of staff's desks at any time
- Be aware of any distance markings on the floor
- Be aware of the 2-metre ruling For Social distancing
- Clean your working surface with disinfectant cloths at the start of each day.
- Control your area around your desk reminding other staff of the 2-metre ruling
- If you touch any other equipment or objects other than on your desk area, please refresh your hands with your sanitizer
- Remember the advice from the government concerning the illness
- The main symptoms of coronavirus are:
  - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
  - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  - If you have symptoms do not leave your home for at least 10 days and not 10 working days
  - Anyone you live with should not leave your home for 14 days

## Safe System of Work for the Staff Room

- The staff room caters for 1 person seated.
- Only make tea / coffee for yourself and not for other people
- Only use the areas not marked with yellow and black tape
- Do not put any bags on the tables if they are going to block the view of the tape
- Wipe your area down (Table and Chair) after usage
- Wash up your dishes dry them and return to the cupboards. Any dishes left on the draining area will be thrown away
- After washing please use the hand sanitizer
- Leave the Staff Room as you would like to find it
- Report any shortages of cleaning equipment to the office
- Remember the 2-metre ruling and respect other people's space
- Always follow the Social distancing Rules
- Report to the Management Team if you observe or become aware of any poor hygiene practices or conditions
- The main symptoms of coronavirus are:
  - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
  - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  - If you have symptoms do not leave your home for at least 10 days and not 10 working days
  - Anyone you live with should not leave your home for 14 days

Annex C



Safe System of Work  
For the Kitchen  
During Covid-19 Outbreak

- Only 1 person in the kitchen at any one time.
- Only make tea / coffee for yourself and not for other people.
- Only prepare your own food.
- Only store and touch your own food in the fridge.
- Only use paper towels.
- Clean the surfaces of the kitchen after use and wash all cups and cutlery and return them into cupboards.
- Report to the management team if you observe or aware of any poor hygiene practices or conditions.
- Report any shortages of cleaning equipment to the office.
  
- Remember the advice from the government concerning the illness
  
- The main symptoms of coronavirus are:
  - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
  - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  - If you have symptoms do not leave your home for at least 10 days and not 10 working days
  - Anyone you live with should not leave your home for 14 days