Keeping Safe During COVID-19 – Key Points for Staff

Key Points for All Staff

- The guidance document for managers and staff is available.
- All areas should have in place a Physical Distancing Risk Assessment which identifies the control measures in place to protect staff, patients and visitors.
- Staff should be aware of the risk assessment and specific control measures that have been implemented to protect them from COVID-19 transmission.
- Comply with physical distancing at all times* including on breaks, in changing areas and common areas in buildings.

*For tasks where current distancing guidance cannot be achieved, appropriate PPE including a GGC issued Fluid Resistant Surgical Mask should be worn.

- Wear face masks or coverings as per government guidance.
- Remember the main symptoms of coronavirus and what to do if you experience any of them:
  - 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)
  - a loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal

Do not come to work if you have any of these symptoms and get a test to check if you have coronavirus as soon as possible.

- Staff Well-being – there are a number of resources available to support staff well-being please refer to the “Tools to Stay Safe and Healthy during COVID-19” poster for further information.

Additional Key Points for Managers

- An Inventory of Risk Assessments should be kept by each line manager in order to demonstrate that they have been undertaken. Information on the management of risk assessments is available here.
- Staff should have access to, and understand the controls in place to protect them.
- Ensure hand hygiene cleaning materials are available for staff including hand washing, hand sanitisers and wipes.
- A catalogue of NHSGGC Physical Distancing signage is available here.