Working safely during coronavirus (COVID-19) in forestry

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1. INTRODUCTION

The health, safety and wellbeing of those working in forestry is already a priority for the forestry sector, and as such we are well-placed to manage the additional risks of COVID-19. Most forestry work takes place outdoors, over large areas with limited interaction with other people. Physical (social) distancing measures can be readily implemented in the majority of work operations taking place. In addition, recent improvements in the provision of personal hygiene and hand washing facilities on forestry sites will make it easier for workers to follow good practice.

Specific activities within forestry operations will require additional control measures to enable physical (social) distancing and enhanced hygiene regimes. These include safe travel to and from the (often remote) work sites, and the use and cleaning of shared equipment and welfare facilities on-site. Both of these activities will require adjustment to current working practices to ensure compliance with new public health advice.

By addressing the risks from COVID-19 through robust site-specific risk assessment and effective management, businesses can ensure they are protecting their workforce and minimizing the risk of spread of infection. The health and safety of forestry workers must not be compromised at any time. If an activity cannot be undertaken safely, for example due to a lack of suitably qualified personnel being available or physical (social) distancing or other suitable controls being implemented, it should not take place.

It is also essential that any worker who may have been exposed to someone with COVID-19, or is concerned that they may have symptoms themselves, does not come to work and follows public health guidance on self-isolation. Managers and supervisors should remind the workforce at every opportunity of the site safety rules which are aimed at protecting them, their colleagues, their families and the

UK general population. See NHS inform for more information.

This document sets out guidance on how to work safely. It gives practical considerations of how this can be applied in forestry operations. The information and advice contained in this guidance can also be used to protect workers carrying out other outdoor work such as peatland restoration, wildlife and nature reserve management, and ecological surveys and research. These are included in this document under the broad heading of environmental management.

This guidance is regularly reviewed. Please check the FISA website to make sure you are reading the latest version. For additional guidance, for example on managing the risks of COVID-19 in offices and other workplaces see Section 10 Further information and guidance.

2. Managing the Risk

Everyone needs to assess and manage the risks of COVID-19 .This will involve input from the Landowner, Forest Works Manager, Contractor, Sub-contractor and Worker. The process for risk assessing forestry operations is described in FISA's Guidance on Managing Health and Safety in Forestry.

Additional information for Landowners is given in Annex 1.

Protecting workers in forestry from COVID-19 means working through the following steps in order:

1. working from home where possible
2. identify whether the people doing the work are especially vulnerable to COVID-19
3. increasing the frequency of handwashing and surface cleaning on site
4. take all reasonable measures to ensure that a distance of 2m is maintained between persons physical (social) distancing. Businesses must also ensure they are aware of and follow

specific legislation and guidelines on social distancing set out by the UK, Scottish, Welsh and Northern Ireland governments (see Section 10 Further information and guidance).

5. where physical (social) distancing cannot be followed in full consider whether that activity needs to continue, and if so, take all actions possible to reduce the risk of transmission between workers

If you have not already done so, you should carry out an assessment of the risks posed by COVID-19 as soon as possible. Managing the risks should involve following the Plan-Do-Check-Act approach.

The following recommendations have been developed from current guidance produced by the Health and Safety Executive; governments and devolved administrations across the UK along with guidance and advice already produced by organisations working in forestry. You should also consult guidance and advice published by the public health body in the country you are working. For example, Public Health Scotland's COVID-19 advice and guidance for general non-clinical settings which can be found here. Further links are provided in Section 10 Further information and guidance.

If you are currently operating, you are likely to have gone through a lot of this thinking already. We recommend that you use this document to identify any further improvements you should make.

3. Who should go to work?

You should plan for the minimum number of people needed to be on site to operate safely and effectively. For example, only those workers deemed necessary to carry out and supervise work safely.

3.1 Protect those at higher risk

It is important that anyone who may be at higher risk from COVID-19 is identified and protected. This includes workers who may fall into the categories below.

- **clinically extremely vulnerable** - people at high risk (also known as the shielded group) have been strongly advised not to work outside the home. They will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on this group can be found here

- **clinically vulnerable** - people at moderate risk, who are at higher risk of severe illness (for example, people with some pre-existing conditions, have been asked to take extra care in observing physical (social) distancing and should be helped to work from home, either in their current role or in an alternative role. They may not have received a shielding letter but remain vulnerable. See here for more information

If clinically vulnerable individuals cannot work from home, they should be offered the safest available roles that allow them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk.

Particular attention should also be paid to people who live with clinically extremely vulnerable individuals. You are expected to take into account specific duties to those with protected characteristics, including, for example, expectant mothers.

3.2 Make sure workers with symptoms, or who may have been exposed to COVID-19, do not come to work

Keeping COVID-19 out of the worksite is the most effective way to minimise the risk of infection. Therefore, anyone with symptoms of COVID-19, or who lives in the same household

as someone who has symptoms, should not come to work but follow current guidance on self-isolation. This includes everyone who may visit the including site supervisors, hauliers, mechanics, and delivery drivers. Anyone who starts to have symptoms while at work should go home immediately and self-isolate (see section 4.1 for more information).

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)
- 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

See Annex 2 for more information.

4. Maintain physical (social) distancing (2m)

You must take all reasonable measures to ensure there is physical (social) distancing (2m) on site wherever possible. This should be relatively easy to implement for most forestry operations. However, you should identify areas where workers may come together, and those forestry operations which may be potentially higher risk, for example planting or restocking, where there are larger numbers of workers who are not working mostly in machinery cabs.

Businesses must also ensure they are aware of and follow specific legislation and guidelines on social distancing set out by the UK, Scottish, Welsh and Northern governments and national public health bodies (see Section 10 Further information and guidance).

There may be some work situations where people need to work in close proximity. These need to be reviewed to see if they can be done differently so that workers can stay 2m apart. If not, you need to decide whether that activity can be stopped (without making the job less safe). If it can't you will need to put in place additional measures which may include:

- keeping the activity time involved as short as possible
- further increasing the frequency of hand washing and surface cleaning
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working (rather than face- to-face) whenever possible
- reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

If people must work face-to-face for long periods with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.

## 4.1 Coming to work and leaving work

Physical (social) distancing should be maintained in vehicles when it is safe to do so and workers should be encouraged to use their own vehicles for sole use when travelling to and from work. This may mean that additional parking space is needed for forestry workers. In some vehicles it may be possible to use physical screening as long as this does not compromise safety or visibility. Where this is not possible (including group travel to a worksite) you should minimise the risk of transmission, including:

- practice physical (social) distancing. For example, sit 2 metres) from other passengers, travel in in larger vehicles where possible or use vehicles with cab screens, if available.

- sitting side-by-side not face-to-face and increasing ventilation where possible
- using a fixed partnering system if people have to travel together. A fixed partnering system is when the same individuals always travel together
- hand hygiene - use handwashing facilities or, where available, alcohol based hand rub before and after journeys.
- catch coughs and sneezes in tissues or cover mouth and nose with sleeve or elbow (not hands), dispose of the tissue into a bin and wash hands immediately.
- clean vehicles between different drivers or passengers as appropriate.

Example of seating arrangements to maximise separation of individuals
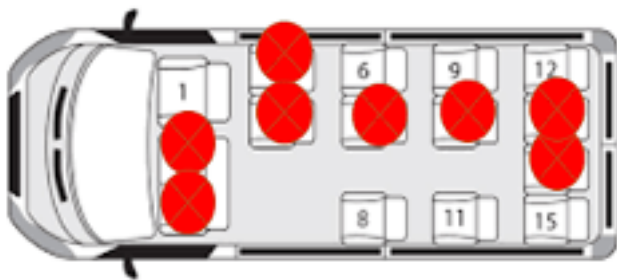
Make sure that all staff and individuals in your workplace/organisation know what to do if they feel unwell whilst on-site. Wherever possible they should travel home alone. This should be considered in the site risk assessment using advice published by the appropriate public health body (see Section 10 Further information and guidance).

Where workers are required to stay away from their home, keep a record and make sure any overnight accommodation meets physical (social) distancing guidelines.

4.2 Moving around the worksite

Restricting movement of workers around a worksite can reduce the risk of infection. This is unlikely to be a significant issue on most forestry sites, but may be on those sites with

different operations taking place at the same time, or sites with higher numbers of workers. If your risk assessment identifies this as a potential issue you should consider the following steps:

- discourage unnecessary movement around the site
- reduce job rotation and equipment rotation
- separate sites into working zones to keep different groups of workers physically separated as much as practical
- use one-way systems in specific areas and use signage such as ground markings (or being creative with other objects) to mark out 2m if necessary

4.3 Meetings

Avoid in-person meetings wherever possible. Consider alternative solutions to facilitate physical (social) distancing such as holding them outdoors. Make sure only the key people needed attend. The most important site meeting will usually be the Pre commencement meetings (PCM) which need to take place on site for higher risk work such as harvesting and those involving chainsaw operations.

Prior to any site meeting the FWM you are expected to ask all required attendees the following questions:

- have you had a dry, persistent cough within the last seven days?
- have you had a fever, however mild, within the last seven days?
- have you noticed a loss or change to your sense of smell or taste?
- have you been in close contact with anyone displaying symptoms, or anyone with a confirmed case of coronavirus within the last 14 days?
- are you in a high or moderate risk category? (Clinically Extremely Vulnerable are High Risk and must not attend site. Clinically Vulnerable are Moderate Risk and can attend site but must pay particular attention to distance and hygiene)

If any individual answers 'yes' to any of the questions above, they are expected not attend the site visit and follow current public health guidance. Hard-copy paperwork and signatures should not be exchanged on site; this can be done by email afterwards.

4.4 Welfare Facilities

Most forestry sites will now have welfare facilities. You need to think about how physical (social) distancing can be maintained when these are being used. This is likely to be more difficult on sites with a higher number of operators.

You should consider:

- staggering break times to reduce pressure on break rooms or places to eat
- using safe outdoor areas for breaks
- reconfiguring seating and tables
- increased cleaning of surfaces (see Section 5)

4.5 Responding to Accidents and incidents

In an emergency, for example an accident, people do not have to stay 2m apart if it would be unsafe or if it would cause greater risk – for example if someone needs first aid. Current HSE guidance on managing the risks of COVID-19 for first aiders is shown in Annex 3.

5. Preventing infection from contaminated surfaces.

5.1 Hand washing and hand sanitising

Good hygiene and particularly increased hand washing / hand sanitising is a key factor in preventing the spread of COVID-19. Hands should be washed with soap and running water where possible on entering and exiting the site as well as regularly throughout the day. Catch coughs and sneezes in tissues or cover mouth and nose with sleeve or elbow (not hands),

dispose of the tissue into a bin and wash hands immediately.

On many forestry sites, for example those with less than 5 people working on site, current welfare provision that includes hand washing facilities is likely to be sufficient. However, other sites with larger number of workers may need additional provision. Hand washing facilities need to be made available to all who may come to work on site (e.g. hauliers). HSE provide further guidance here

When carrying out your risk assessment you should think about the following steps:

- whether you need more handwashing facilities, for example, standalone handwashing stations, perhaps situated outside to reduce the number of surfaces that can become contaminated. This may be particularly relevant on a large site or where there are a higher number of people working (e.g. planting). Hands-free operation should be selected SFARP
- providing tissues for cough hygiene and paper towels as an alternative to hand dryers in handwashing facilities
- providing more bins and waste facilities and more frequent rubbish collection where needed
- using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available
- providing regular reminders and signage to maintain hygiene standards
- providing hand sanitisers in multiple locations, for example safely stored in vehicles, machinery cabs and rest /welfare areas in addition to washrooms
- managing toilets to ensure they are kept clean and physical (social) distancing is achieved as much as possible. Special care should be taken for cleaning of portable toilets

If running water is not available hand sanitiser should be used.

5.2 Cleaning Equipment and Surfaces

You will also need to clean equipment and surfaces more often to reduce the possibility of infection.
This will include:

- reduce any sharing of equipment where possible
- sanitisation of all hand tools, controls, machinery and equipment after use with your usual cleaning products. This includes inside of vehicles and cabs, particularly between shifts
- when handling or touching surfaces which are used / touched by other persons consider using appropriate hand protection (gloves,) and sanitise hands afterwards
- identifying situations where people have to directly pass things to each other, such as shared tools or materials and finding ways to remove direct contact
- Increase the cleaning regimes for welfare facilities particularly door handles, locks and the toilet flush
- open doors to allow good ventilation while cleaning is taking place
- record when cleaning has been carried out to allow others to know when last cleaned

Advice on cleaning is given in Annex 4.

6. Personal Protective Equipment (PPE)

Current HSE guidance on protecting against COVID-19 clearly states that additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk and needs to be managed through social / physical distancing, hygiene and fixed teams or partnering, not through the use of PPE.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required,

then you must provide this PPE free of charge to workers who need it

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

6.1 Face-Coverings

Face coverings are mandatory from 22 June in Scotland and England on public transport as well as in stations, ferry terminals and airports. An exemption applies to those people with health conditions who cannot put on, wear or remove a face covering because of any physical or mental illness or impairment or disability or without severe distress. The use of face coverings on public transport is recommended in Wales and Northern Ireland.

Wearing a face-covering is not required by law in the workplace. A face covering is not the same as a face mask, such as the surgical masks or respirators used by health and care workers.

The evidence on the use of face coverings is limited, but there may be some benefit in wearing a facial covering when you leave the house and enter enclosed spaces, especially where physical distancing is more difficult and where there is a risk of close contact with multiple people you do not usually meet. Examples include, traveling on public transport or entering a food shop where it is not always possible to maintain a 2m distance from another customer. There is no evidence to suggest there might be a benefit outdoors, unless in an unavoidable crowded situation, where there may be some benefit.

There are some circumstances when wearing a face covering may provide minimal benefits as a precautionary measure. The evidence suggests that wearing a face covering does not protect

you, but it may protect others if you are infected but have not developed symptoms.

A face covering can be very simple, should cover the mouth and nose and may be worn in enclosed spaces where physical (social) distancing isn't possible. They are unlikely to provide any benefit when working outdoors in the forest. Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact,

using fixed teams and partnering for close-up work, and increasing hand and surface washing.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it.
- continue to wash your hands regularly
- 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
- practise social /physical distancing wherever possible

7. Managing third Party Access

7.1 Members of the public

General guidance on managing public access on forestry sites can be found here. The risks of COVID-19 also need to be considered in public access risk assessments.

There is a high likelihood in some areas that working outdoors will draw the attention of the public. Visible signage should be used to inform the public of the type of work that is being performed and to not access the site to ensure physical distancing is not compromised and for the safety of those on site. Further information for Landowners is given in Annex 1.

7.2 Other visitors to site

Where site visits are required, you should follow the guidance in section 4.3 above and:

- make sure site guidance on physical distancing and hygiene is explained to visitors on or before arrival
- limit the number of visitors to the site to essential personnel only
- limit the number of people within specific buildings/areas with clear signage
- review schedules for essential services and contractor visits to reduce interaction and overlap between people
- keep a record of all visitors if possible
- ensuring public notices are visible and help inform workers, visitors, contractors and the public to maintain physical (social) distancing whilst near the workplace
- try to reduce frequency of deliveries, for example by ordering larger quantities less often
- where possible, and without compromising safety (for example, risks from manual handling), having single workers load or unload vehicles.
- where possible, using the same pairs of people for loads where more than one is needed and maintaining physical (social) distancing) where possible.
- enabling drivers to access welfare facilities when required, consistent with other guidance

8. Managing the worksite

It's important to make sure that the actions needed to manage the risk of COVID-19 are being implemented on site and are working. This means making sure that effective supervision and management are in place. Details of how you will do this should be included in your risks assessment, and checks recorded in site diaries or visit logs. Site specific checklists for daily / weekly use may also be a helpful. Where things aren't working you can take action to improve the controls you have put in place.

9. Communication and Training

Make sure all workers understand COVID-19 related safety procedures by:

- developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work
- providing clear, consistent and regular communication to improve understanding and consistency of ways of working. Make time for this in the work schedule.
- consider groups for which English may not be their first language
- using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available
- providing regular reminders on the symptoms of COVID-19 and the need to self-isolate
- engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements

10. Further information and guidance

Physical (Social) Distancing

Scotland, follow the guidance from the Scottish Government on physical distancing

England, follow the social distancing advice from Public Health England.

Wales, follow the guidance from the Welsh Government take all reasonable measures to maintain physical distancing in the workplace

UK Government guidance and support

www.gov.uk/coronavirus

www.gov.uk/guidance/ working-safely-during-coronavirus-COVID-19

www.gov.uk/coronavirus/business-support

www.gov.uk/guidance/guidance-and-support-for-employees-duringcoronavirus-COVID-19

Scottish Government Guidance

www.gov.scot/coronavirus-covid-19/

www.gov.scot/publications/ coronavirus-covid-19-fair-work-statement/

www.gov.scot/publications/coronavirus-covid-19-business-and-physical-distancing-guidance/

www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/

Welsh Government Guidance

gov.wales/coronavirus

Northern Ireland Government Guidance

www.nidirect.gov.uk/articles/ coronavirus-covid-19-overview-and-advice

www.nidirect.gov.uk/campaigns/ coronavirus-covid-19

Public health agency advice

www.publichealth.hscni.net/
covid-19-coronavirus

publichealthscotland.scot/

www.gov.uk/government/organisations/public-
health-england

phw.nhs.wales/

HSE guidance

www.hse.gov.uk/news/coronavirus.htm

www.hse.gov.uk/news/assets/docs/working-
safely-guide.pdf

www.hse.gov.uk/news/assets/docs/talking-
with-your-workers.pdf

www.hse.gov.uk/skin/employ/gloves.htm.

www.hse.gov.uk/news/face-mask-ppe-rpe-
coronavirus.htm

www.hse.gov.uk/news/work-equipment-
coronavirus.htm

www.hse.gov.uk/news/riddor-reporting-
coronavirus.htm

HSENI

www.hseni.gov.uk/topic/
covid-19-advice-and-guidance-places-work

FISA information

www.ukfisa.com/news-events/news.html

Chartered Institute of Ecology and Environmental Management

cieem.net/i-am/covid-19/

Confor information

www.confor.org.uk/COVID-19/

Road Haulage Association guidance

www.rha.uk.net/

Annex 1 - Additional advice for landowners

1. Landowners

This guidance is aimed at those carrying out the role of Landowner as defined by the FISA Guidance on Managing Health and Safety in Forestry only. It does not apply to landowners generally.

For forestry operations taking place on your land, the Forestry Works Manager has the key role in ensuring that measures to prevent COVID-19 infection are established on site. FWM that are competent in general health and safety will also be competent to manage the risks of COVID-19. However, the Landowner has a role in supporting the FWM in managing the risks from COVID-19. This could be by providing any additional information that may be needed and by cooperating and supporting the FWM to manage those risks where necessary.

The Guidance on Managing Health and Safety in Forestry describes the Landowner's key tasks. These won't change. However, you will now need to consider the new risks associated with COVID-19. You can use this guide, along with other sector and government information to help you do this.

What are my Key Tasks and how might they change?

You have key tasks as a Landowner. Below are examples of some of the new issues you may need to think about in relation to COVID-19.

1.Coordinate activities in the overall forest environment for health and safety purposes.

When doing this you need to consider new risks associated with COVID-19. Under normal circumstances, the priority will be to keep other activities separate from forestry operations for safety reasons, and this is likely to remain the best way of ensuring any potential risks from

COVID-19 are managed. However, there may be issues or situations that would not have been a concern in the past but may involve COVID-19 risks. For example, shared areas (car parking) or facilities that will now need social/physical distancing guidelines to be implemented. There may be new requirements for hand washing or hand sanitisers in specific areas and the need for additional areas to be available for parking.

2. Gather information about hazards on and around forestry worksites and communicated to the FWM.

It's unlikely that the type of information you provide when carrying out this task will change, but it is important that the FWM has this as early as possible to provide enough time for any additional planning required. There may also be delays in securing the services of third parties necessary for safe planning, for example Network Operators supporting the safe management of electricity risks (see FISA 804 Electricity at work: Forestry).

3. Ensure that the work on a particular site does not affect the health and safety of other people.

Following existing industry good practice on managing risks to other people, particularly members of the public, will also allow you to manage risks associated with COVID-19 effectively. Members of the public are usually excluded from operational worksites which should reduce the risks, infection. Additional COVID-19 signage at entrance points to sites are likely to be required. How signage is managed in and around the worksite should be agreed with the FWM.

There may be certain situations where additional measures will be needed. For example, where bankspersons are used to temporarily restrict access to an area, you may need to agree how social/physical distancing can be managed where people are waiting. You and the FWM should also agree, in the PCM, on the precautions you or your representatives need to take when visiting worksites.

4. Control changes

Landowners should ensure that the COVID-19 arrangements agreed with the FWM are put in place and maintained for the duration of the forestry work. If anything changes or is likely to change that could change COVID-19, inform the FWM without delay so that they can plan and act to manage risks effectively.

5. Monitor standards on site

Landowners are not expected to directly supervise the work on site. However, you should keep in regular contact with the FWM. It is also good practice to periodically monitor that the safe working practices are being implemented. To reduce the risks from COVID-19, you should try to minimise the number of face-to-face meetings held and the number of visitors to worksites. You and the FWM should work creatively and use technology / virtual meetings whenever possible. Face-to-face meetings and site visits should be restricted to those necessary for health and safety, for example PCM meetings for higher risk operations and critical safety monitoring.

Annex 2 - Symptoms of coronavirus COVID-19

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)
- 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.

Coronavirus: Key symptoms

Fever and tiredness

Continuous cough

Loss of taste or smell

Breathing difficulties

Source: NHS   BBC
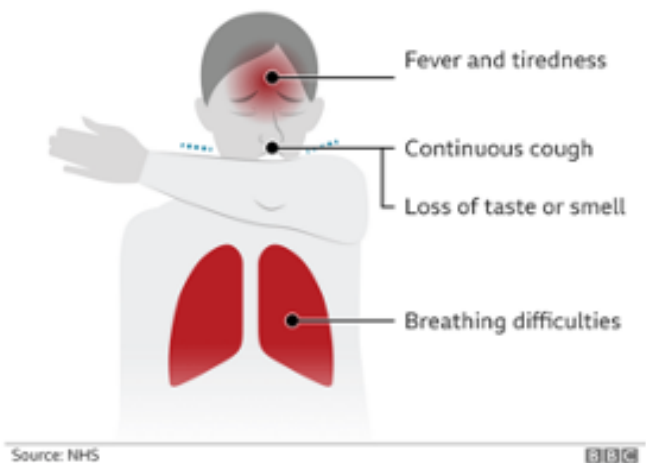
What should I do if I show symptoms?

- stay at home, do not attend work (self-isolate) for 7 days – do not leave your home
- after 7 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, continue to self-isolate until your temperature returns to normal
- contact your manager and inform them you are self-isolating because you are showing symptoms of COVID-19.
- anyone you live with who does not get ill should not leave your home for 14 days

(starting from the first day of
your symptoms)
- if anyone else in the household starts to display symptoms, they must self-isolate for 7 days, regardless of where they are in the original 14 day isolation period.

If you need medical help use the NHS 111 online coronavirus service which will ask about your symptoms and tell you what to do. If you cannot get help online, call NHS 111.

A member of my household is showing symptoms, what should I do?

- stay at home, do not attend work
- you should not leave your home for 14 days (self-isolate)
- if you start to display symptoms, you must self-isolate for 7 days, regardless of where you are in the original 14 day isolation period
- Contact your manager or employer and tell them you are self-isolating (for 14 days) because a member of your household is showing symptoms.

People at high risk (clinically extremely vulnerable)

- People at high risk from coronavirus include people who:
- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)

- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids)
- have a serious heart condition and are pregnant

People at moderate risk (clinically vulnerable)

- People at moderate risk from coronavirus include people who:
- are 70 or older
- are pregnant
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)
- If you're at moderate risk from coronavirus, it's very important you follow the advice on social distancing and hygiene.

Further information can be found on the following links

www.gov.scot/coronavirus-covid-19/

www.gov.uk/coronavirus

gov.wales/coronavirus

www.nidirect.gov.uk/articles/
coronavirus-covid-19-overview-and-advice

Annex 3 - Further guidance on first aid

Guidance for treating people not currently displaying symptoms of Covid-19.

Preserving life is the overriding priority in any given first aid situation and if someone requires CPR or has a life-threatening injury then the treatment overrides social/physical distancing measures.

Before approaching any casualty stop and assess the situation, giving due regard for your own safety, as per normal first aid practice. In the first instance assess a person's injuries while maintaining 2 metres distance by observing the injury and talking to the casualty. If they have minor wounds then instruct them on how to treat themselves.

If the casualty doesn't respond or injury requires treatment, then wear disposable gloves and eye protection.

Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to place a cloth/towel over the victim's mouth and nose and start chest compressions until help arrives. What to do if you are required to assist someone who is symptomatic and suspected of having COVID-19.

1 Providing assistance

If you need to provide assistance to an individual who is symptomatic and may have COVID-19, wherever possible, place the person in a place away from others. If there is no physically separate room, ask others who are not involved in providing assistance to stay at least 2 metres away from the individual. If barriers or screens are available, these may be used.

2 Personal Protective Equipment (PPE)

Use and dispose of all PPE according to the instructions and training previously provided by your employer or organisation. Disposable gloves and fluid repellent surgical face mask is recommended and, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn. Wash your hands thoroughly with soap and water before putting on and after taking off PPE.

3 Cardiopulmonary resuscitation (CPR)

If you are required to perform cardiopulmonary resuscitation where possible, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Resuscitation Council (UK) Guidelines 2010 for Basic Life Support state that studies have shown that compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest due to lack of oxygen).

If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.

Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the NHS website.

4. Hand hygiene

After contact with the individual, wash your hands thoroughly with soap and water or alcohol hand rub at the earliest opportunity.

Avoid touching your mouth, eyes and/or nose, unless you have recently cleaned your hands after having contact with the individual. There are no additional precautions to be taken in relation to cleaning your clothing other than what is usual practice.

5. Cleaning the area where assistance was provided

Cleaning will depend on where assistance was provided. It should follow the advice for cleaning in non-healthcare settings. All surfaces that the symptomatic individual has come into contact with must be cleaned and disinfected.
6. If there has been a blood or body-fluid spill

Keep people away from the area. Use a spill-kit if available, using the PPE in the kit or PPE provided by your employer/organisation and following the instructions provided with the spill-kit. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services when they arrive.

7. Contacts of the unwell person

If anyone had direct contact with the individual and makes themselves known to you, advise them that if they go on to develop symptoms (cough, fever), they should follow the advice on what to do on the NHS website.

8. What to do if you become unwell following contact with someone who may be at risk of COVID-19

Follow the guidance in Annex 2.

Annex 4 : Advice on cleaning

General cleaning of premises and surfaces

- Start cleaning from cleaner areas and proceed towards dirtier areas. All surfaces that are frequently touched (e.g. door handles, armrests, table tops, light switches, water taps) need to be cleaned thoroughly and frequently.
- Where people touch the surfaces, the cleaning should be done daily at least. If possible even more often e.g. between 2-4 hours especially during the epidemic.
- The public premises of workplaces should be cleaned using different cleaning equipment than the premises used by employees.
- Use a mildly alkaline all-purpose detergent for cleaning. The cleaning of sanitary facilities can be enhanced by using a disinfectant.
- Wear gloves to protect the hands when cleaning surfaces. Use tight-fitting disposable gloves, for example, all-purpose gloves, or chemical resistant gloves. Advice on taking off disposable gloves can be found here. HSE also produce a video on removing gloves safely.
- In particular easily removable, leakproof bags should be used in waste bins. Monitor waste bins and do not let them get more than three-quarters full. Waste bins are emptied daily, especially in public premises. The collected bin bags must be closed tightly.

What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished

- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. Refer to the appropriate national health protection team for further advice and information.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfection

- Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
- All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- Laundry
- Wash items in accordance with the manufacturer's instructions. Use the

warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

- Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.
- Waste
- Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):
- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.
- Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste
- If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

Cleaning toilets

There are differences in instructions on how to clean toilets. It is important to note that viruses spread through faeces and that cleaning a toilet bowl may create small droplets.

- Prop doors open to allow good ventilation
- Wear disposable protective gloves whenever you clean a toilet. When you clean a toilet bowl, wear long protective gloves that go up to your elbow on top of the disposable gloves and clean the long gloves with a disinfectant afterwards
- Clean the door handles, taps, shower, countertops, basins, mirrors, walls behind the basins and the paper and soap dispensers in the toilet with a wet cloth and the disinfecting multi-purpose cleaner. Pay special attention to cleaning contact surfaces.
- Apply a small dose of the detergent on the toilet bowl, on both sides of the lid and on the seat. Close the lid of the toilet and flush the toilet.
- Apply the toilet bowl cleaner on the bowl and its vertical surfaces while paying special attention to stains. Put on the long cleaning gloves. Clean the bowl with a toilet brush. Wash the brush when you flush the toilet and close the lid. Clean the outer surfaces of the bowl and any stains on the wall with a cloth.
- Recommended cleaning order on the toilet:
    - o cistern and its handle,
    - o top cover
    - o seat ring
    - o toilet bowl.
- When you exit the toilet, do not touch the door handle or use a paper towel to open the door.
- Put the cleaning cloth in the laundry bag or use a disposable cloth. Disinfect the long gloves and put them in their designated container.
- Put the disposable gloves in mixed waste and put on new gloves.
- Wipe the floor with the floor cleaning equipment and the multi-purpose cleaner.
- Record that cleaning has been carried out.

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