

Office of Human Resources

Transition out of Covid-19 Restrictions Risk Based Approach

Identified Hazardous situations	Persons considered at risk	Control measures
<p>For the purposes of this guide, workplace refers to any office, public counter, vehicle, vessel, workshop, classroom, or any other place of work.</p>		
<p>Employee with no symptoms of Covid is unknowingly carrying the virus and enters the workplace</p>	<p>Employees. Visitors. Contractors. Public.</p>	<p>Cleaning regimes are enhanced/prioritised to target touch points around the building. Door handles/push plates/lift buttons/light switches.</p> <p>Prioritise cleaning over vacuuming</p> <p>Hard surface wipes are available for staff to use.</p> <p>Surface wipes for equipment such as photocopier buttons and vending machines are available for staff to use between users.</p> <p>Building engineering controls are reviewed and maintained to ensure good air handling, air movement and air changes.</p> <p>Liquid hand gel is around the workplace to encourage people to sanitise their hands.</p> <p>Campaign material is in place and refreshed to encourage staff to be aware of the symptoms of Covid and how to prevent spreading the virus.</p> <p>Support the wearing of face coverings around the workspace.</p> <p>Ensure natural ventilation is used wherever possible.</p>
<p>Employee has symptoms of cold and flu but has tested negative for Covid and has accessed the workplace</p>	<p>Employees. Visitors. Contractors. Public</p>	<p>Employees who are displaying symptoms which may be Covid are encouraged to follow guidance from Public Health.</p> <p>Whilst LFD testing remains available, ask these employees to take an LFD test whilst symptoms persist</p> <p>Employees are reminded of practicing good hand and respiratory hygiene.</p> <p>If symptoms include persistent coughing or sneezing the employee should avoid crowded work space and where possible work from home.</p>

Employee with symptoms of Covid has tested positive for the virus and has accessed the workplace	Employees. Visitors. Contractors. Public	<p>Employees with symptoms of Covid are discouraged from entering the workplace until 48 hours after symptoms have stopped.</p> <p>Employees must follow guidance from Public Health.</p> <p>Employees are encouraged to work from home where possible.</p>
Employee who has no symptoms, has tested positive and is able to attend work	Employees. Visitors. Contractors. Public	<p>Should work from home where possible.</p> <p>Employees who occupy a role that does not readily lend itself to working at home, consideration should be given to alternative ways of working, a change in working pattern or attending work with appropriate control measures in place.</p> <p>For example:</p> <p>Replace some face to face meetings with an online portal such as Teams.</p> <p>Discourage crowded settings where possible. Wear face coverings around the workspace.</p> <p>Be especially careful with hand and respiratory hygiene.</p> <p>Avoid close contact with anyone who is at higher risk.</p>
Vulnerable Person is exposed to Covid	Employee. Visitors. Contractors. Public. Unvaccinated Person. Partially Vaccinated Person.	<p>Keep up to date with advice from Public Health and Medical Advice from GP (see information regarding vaccines).</p> <p>Employees to speak with their Manager about any vulnerability which could pose a greater risk to them should they contract any seasonal flu or covid.</p> <p>Use promotional material to encourage staff to support those with known vulnerable conditions.</p> <p>Replace some face to face meetings with an online portal such as Teams.</p> <p>Discourage crowded settings where possible.</p>
Employees with Underlying Health Issues (or with high-risk family members in	Employee	<p>Keep up to date with advice from Public Health.</p> <p>Work with the employee to understand the situation and agree suitable arrangements or mitigations.</p> <p>Under take an individual risk assessment, this may include a stress risk assessment.</p>

the same household) exposed to Covid around the workspace		Replace some face to face meetings with an online portal such as Teams. Joint decision making process in place (between employee and manager with support from Occupational Health if available or GP if needed).
Symptomatic person of cold and flu attends workplace and will not follow a request to take a lateral flow test	Employee. Visitor. Contractors. Public.	Discuss issues with employee and determine a way forward.
Statutory reporting – RIDDOR		If there are any concerns that a Covid-19 situation may be RIDDOR reportable discuss the circumstances with the H&S advisory team to determine the appropriate actions.

Further advice on the application of this guidance in your workplace can be sought by contacting the Health Safety and Welfare Advisory Service.

Contact in the first instance
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 on behalf of the Cabinet Office
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