

## Office of Human Resources

### Transition out of Covid-19 Restrictions Risk Based Approach

<b>Identified Hazardous situations</b>	<b>Persons considered at risk</b>	<b>Control measures</b>
<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>If you feel unwell but do not have COVID-19 symptoms, or your COVID-19 test is negative, you may still have an illness which could be passed on to other people. Many common illnesses, like the flu or the common cold, are spread from one person to another by releasing respiratory particles into the air or through contaminated surfaces or belongings. Staying at home until you feel better reduces the risk that you will pass on an illness to your friends, colleagues, and others in your community. This will help reduce the burden on our health services</p> <p>Employees are reminded of practicing good hand and respiratory hygiene.</p>

		If symptoms include persistent coughing or sneezing the employee should avoid crowded work space and where possible work from home, until symptoms disappear.
Employee with symptoms of Covid has tested positive for the virus and has accessed the workplace	Employees. Visitors. Contractors. Public	Employees with symptoms of Covid are discouraged from entering the workplace until 48 hours after symptoms have stopped.  Employees must follow guidance from Public Health.  Employees are encouraged to work from home where possible.
Employee who has no symptoms, has tested positive and is able to attend work	Employees. Visitors. Contractors. Public	Should work from home where possible.  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.  For example:  Replace some face to face meetings with an online portal such as Teams.  Discourage crowded settings where possible. Wear face coverings around the workspace.  Be especially careful with hand and respiratory hygiene.  Avoid close contact with anyone who is at higher risk.
Vulnerable Person is exposed to Covid	Employee. Visitors. Contractors. Public. Unvaccinated Person. Partially Vaccinated Person.	Keep up to date with advice from Public Health and Medical Advice from GP (see information regarding vaccines).  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.  Use promotional material to encourage staff to support those with known vulnerable conditions.  Replace some face to face meetings with an online portal such as Teams.  Discourage crowded settings where possible.
Employees with Underlying Health	Employee	Keep up to date with advice from Public Health.

<p>Issues (or with high-risk family members in the same household) exposed to Covid around the workspace</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> <p>Replace some face to face meetings with an online portal such as Teams.</p> <p>Joint decision making process in place (between employee and manager with support from Occupational Health if available or GP if needed).</p>
<p>Statutory reporting – RIDDOR</p>		<p>If there are any concerns that a Covid-19 situation may be RIDDOR reportable discuss the circumstances with the H&amp;S advisory team to determine the appropriate actions.</p>

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  
 Andrew.Williams@gov.im  
 Tel 686999/484586

**Issued by the Office of Human Resources  
 On behalf of the Cabinet Office  
 August 2022**