RISK ASSESSMENT GUIDANCE FOR A SAFE RETURN TO WORK/SCHOOL DURING THE CORONAVIRUS PANDEMIC

Children, Young People, Education and Skills

The following risk assessment is designed as a guide only in the types of issues to consider when undertaking a risk assessment for potential exposure to Covid-19 in the workplace. As a manager you should complete the risk assessment together with your employees as it is important to ensure all the relevant facts and issues are covered.

As part of your risk assessment development you will need to review your workplace/school and consider the following:

- Can staff maintain a 2m physical distance between each other?
- How will you manage meetings, interviews and other interactions?
- What about communal areas such as toilets, car parks, playgrounds, reception areas, canteens or kitchen areas?
- How can you support teams so that they can work together while maintaining social distancing? Consider resource, in terms of numbers, and staggering working hours so that not all staff are in at the same time

During the current pandemic please ensure that the control measures are appropriate to the situation. You should not place staff/students at undue risk but do make sure that the control measures are practical, suitable and sufficient.

RESPONSIBILITIES

All Employees must:

- Follow all control measures identified in risk assessments to promote safe working during the pandemic
- Report any accidents, incidents or near misses that may occur
- Report any hazards or potential hazards they might have in respect of Covid-19 to their manager

All Managers must:

- Ensure that risk assessments for managing Covid-19 are carried out in collaboration with staff and reviewed regularly throughout the period of lockdown and safe exit.
- Implement any controls, procedures or safe systems of work identified in risk assessments
- Monitor employees to ensure they are conforming to all controls, procedures and safe systems of work.
- Record all comments and concerns from employees and Unions on any aspect of the risk assessment

Departmental health and safety representatives and advisers should:

- Support managers to ensure risk assessments are completed and control measures implemented

H&S representatives and advisers
Other areas to consider:

1. **Communication and Advice - Managers** are strongly advised to follow information given out by the central comms team and on gov.je regarding coronavirus to make sure they do not propagate mixed messages

2. **Supporting Staff** – As a manager you are encouraged to be mindful about ways in which you can support staff who may be working in a variety of roles, which may be different to their usual day to day tasks and activities. If staff are required to work in isolation, then please make arrangements for regular contact to be made with them. Similarly, if they are in an unfamiliar role do check regularly on their safety and wellbeing

3. **Health and Safety** – When carrying out this risk assessment, think about all aspects of contact with others and maintaining good hygiene practices at all times. You should not ask individuals to place themselves at risk either from the virus or through changes in their work activities which may pose other physical risks to them e.g. shared equipment or work spaces.

4. **Other health conditions** – For individuals who may have a medical condition or disability that is not classified as an underlying medical condition for Covid-19, managers should complete an individual care plan to ensure suitable provisions are in place if they return to the work place e.g. adequate first aiders (subject to the risk assessment below)

[Care plan link](#)
RISK ASSESSMENT FOR VICTORIA COLLEGE (PHASED RETURN OF PUPILS AND STAFF FROM 08 JUNE 2020)
A safe return to school or work for staff and students during the coronavirus pandemic

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<tr>
<th>REVIEW DATE:</th>
<th>RESPONSIBLE MANAGER:</th>
<th>DATE OF ASSESSMENT:</th>
<th>ASSESSMENT REFERENCE:</th>
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<td>Weekly or when changes occur in work activity</td>
<td>A D WATKINS</td>
<td>22 JUNE 2020</td>
<td>VCJ 1</td>
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<tr>
<td>NAME OF ASSESSOR:</td>
<td>DEPARTMENT AND LOCATION:</td>
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<tr>
<td>DAVE ROWORTH</td>
<td>CYPES (VICTORIA COLLEGE)</td>
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Select appropriate controls from those suggested in italics which are relevant to the work activity being carried out and move them to the current control column when they have been implemented. Other activities and more suitable control measure may need to be added.
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<tr>
<th>Activity</th>
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<th>Severity</th>
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<th>Further control measures required or comments</th>
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</thead>
</table>
| All staff (teaching and non-teaching) and pupils working in school during the Covid-19 pandemic | Exposure to Covid-19 (respiratory illness) from other staff, pupils, visitors, contractors, parents, the environment and equipment. | Staff, pupils, visitors, contractors, parents and other members of public | • All staff and children are encouraged to wash their hands with soap and water for 20 seconds frequently, not to touch their faces and use a tissue to cough or sneeze and dispose of it accordingly.  
• Classrooms and workplace office areas are well ventilated.  
• The classrooms in use from 22.06.20 will be: Le Brocq, Science laboratories, De Carteret, New Building, JADAT, Drama Studio and Great Hall. Non-teaching areas will be: School Office, LRC, Library, SCR, Offices, Temple and the Covid-19 isolation bay in the Study Centre.  
• Physical distancing is practiced (2m distance for adults and 1m between pupils), close contact with other employees is limited to | 2 | 2 | 4 | • Washing facilities are available to pupils and staff in designated toilet areas. Science laboratories contain wash basins to promote good hygiene.  
• Windows and doors will be left ajar.  
• Each room is restricted to no more than 16 (except for the Drama Studio – 30; and Great Hall – 60) pupils and one member of staff; tables are allocated to each boy and are |
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<th>Working during the Covid-19 pandemic (con’t)</th>
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• All guidance published on Gov.je is followed. This includes the Cleaning Strategy dated June 2020, the Covid-19 Workplace Safety Plan and the Safe Exit Advice for Schools.

• Arrangements in place for any member of staff or pupil who falls ill at work with Covid-19 related symptoms and all staff are familiar with these arrangements.

• Any teacher or pupil displaying Covid-19 symptoms will self-isolate at home and not attend the workplace.

• Parents, children, carers or any visitors not to enter the school if they are displaying any symptoms of coronavirus (signage displayed).

• The Cleaning Strategy checklist is adhered to and toilet areas have posters promoting good hygiene practices.

• Staff or pupils displaying Covid-19 symptoms attend the Study Centre; any staff supporting a sick colleague or pupil must wear PPE.

• Identification of any staff or pupils who have come into contact with those displaying symptoms will need to self-isolate at home.

• Parents reminded not to send their child to school if they are displaying any symptoms of Covid-19 and to advise the school immediately via the main switchboard 638200.
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<tr>
<td>Social distancing practiced in and around the school site and in the classroom</td>
<td>Ensuring all staff, pupils, visitors, contractors, parents and other members of the public always practice social distancing</td>
<td>Staff, pupils, visitors, contractors, parents and other members of public</td>
<td>• CYPES social distancing guidelines implemented and adhered to following Government of Jersey advice provided on <a href="http://www.gov.je/coronavirus">www.gov.je/coronavirus</a> and employee support pack Employee support pack</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>• Code of Conduct signed and completed by parents and pupils before a pupil is permitted in school. If the Code of Conduct is deliberately flouted, the school reserves the right to send the individual home.</td>
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<td>• Classroom sizes limited to 16 pupils per classroom with tables set 1 metre apart. Great Hall class size reduced to 60 and Drama Studio to 30.</td>
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<td>• Boys will be encouraged to maintain 1m social distancing and this will be reinforced throughout the school day.</td>
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<td>• Boys will move around the school and maintain social distancing to reduce cross-contamination (e.g. toileting / first aid requirements / playground use / seating arrangements....)</td>
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<td>• This will reduce the opportunities for large groups to mix thus reducing cross-contamination.</td>
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<td>• There will be staggered breaks and lunchtimes.</td>
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<td>• Areas including the playground outside Le Brocq, the De</td>
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help the separation of pupils during break and lunch, the start and end of the school day.

- Marking and signage will be used and a one-way flow will be introduced at entry and exit points and in the main building.

- Wherever possible, remote meetings to continue using Microsoft Teams. Meetings in school should take place in the Great Hall or other large space.

- Safety and informational signage displayed in corridors, social areas, classrooms, toilet areas and around the school site.

- Limited numbers of staff in kitchens, toilets and reprographic areas.

- Social distancing marshals in place to ensure policy is being followed.

- Carteret playground, the Quad, College Field and College Lawn are large enough to cope with groups of pupils whilst maintaining social distancing requirements for staff and students.

- Entry into the school will be through the side gate off the Langford carpark (where parents can drop off students at the beginning of the school day) and through the Lower Gate.

- Access to staff Quiet Room to follow social distancing guidance and staff to be encouraged to wipe down horizontal surfaces and computers before and after use.

- Senior staff to act as marshals roving during the day and especially prominent at the start and end of the day, during break and lunchtime.

- Staff kitchen – 1; Staff toilets – 3; Quiet Room – 4; SCR – 14; PE Office – 2; Reprographics access restricted to relevant staff.
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| Staff who are over 65 working during the Covid-19 pandemic              | Exposure to Covid-19 (respiratory illness) from staff, pupils, visitors, contractors, parents, other members of the public, the environment and equipment | Staff who are over 65                                                        | • Whenever possible staff over 65 will work from home.  
• Essential staff over 65 who have no underlying health conditions have an individual risk assessment in place. | 2          | 2        | 4          |                                                 |
| Vulnerable staff working during Covid-19                                | Exposure to Covid-19 (respiratory illness) from staff, pupils, visitors, contractors, parents, other members of the public, the environment and equipment | Vulnerable staff                                                              | • Staff who have a medical condition that makes them vulnerable from Covid-19 will work from home.  
• Essential workers who have a medical condition that makes them vulnerable to Covid-19 can continue to work if they have been told they are able to do so by their GP. | 2          | 2        | 4          |                                                 |

Vulnerable people
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</table>
| Cleaning (contract and in-house schedules) | Poor cleaning, hygiene and infection control standards | Staff, pupils, visitors, contractors, parents and other members of the public | - CYPES cleaning strategy developed and implemented throughout the school site.  
- Appropriate cleaning and disinfection regimes are in place to cover, eg, | 2 | 2 | 4 | - Checklists to include date and time of cleaning in classrooms, toilet areas and throughout the school site.  
- As previous, deep cleaning to take place daily and toilet areas to be cleaned hourly. |
touchdown areas, handles, doors, switches and all horizontal surfaces.

- Ensure pedal bins are emptied daily or as required throughout the day.

- Constant reminders to staff and pupils about regular and effective handwashing and provision of hand sanitiser in classrooms and throughout the site especially at the start and the end of the day.

- Pupils and staff are not to share teaching and learning materials and resources to avoid cross-contamination.

- Cleaning standards are reviewed daily by the SLT in consultation with the Site Manager.

- COSHH safety data sheets and risk assessments completed.

- To be carried out by cleaning contractor or members of the Site Team.

- The Site Team will check hand sanitisers on a regular basis and re-fill where necessary.

- Pupils will be encouraged to bring their own equipment and resources but teachers will need to have a supply of pens, pencils, paper etc which can be given out but not collected back in.
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| The number of staff available to work in school is significantly reduced because of Covid-19 restrictions. | Safeguarding of staff and pupils in school. Insufficient staff to maintain CYPES teacher:pupil ratios.                                                                                             | Staff and pupils                                                                                                                               | - Site specific Business Continuity Plan (BCP) updated to take account of the consequences of loss of staff.  
- There is adequate first aid cover in line with the department’s policy and school’s risk assessment.  
- Provide appropriate teacher:pupil ratio levels and adequate staff supervision.  
- Support and advice provided by the departmental staff Hub Team.  
- School to provide mental health and wellbeing support and advice for students and staff affected by the Covid-19 situation.                                                                                                                                                                                                                                   | 2          | 2        | 4          | - First Aid cover will be provided by members of both teaching and non-teaching staff.  
- Each group of 16 pupils will be supervised by a member of staff in a classroom but boys will move between lessons.  
- Daily data dashboards will be sent to the CYPES Hub Team providing numbers of staff (teaching and non-teaching) in school and working from home.  
- Support offered to students by staff ringing home, SEN team in regular contact with vulnerable pupils and families. School Counsellor available to both staff and pupils. Senior Leadership Team in regular contact with |
vulnerable staff. Staff given regular updates of Government of Jersey and CYPES information to support mental health & wellbeing. Liaison with key outside agencies for pupils who are most at risk. Further Safeguarding information and contacts available via school website.

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</table>
| Teaching and non-teaching staff, pupils, appointments and meetings | A member of staff/pupil/visitor who displays Covid-19 symptoms while on the school site. | Staff, pupils, visitors, contractors, parents and other members of the public | • Staff/pupil/other patient placement to follow Gov.je procedures. Isolated in the Study Centre. Staff to wear PPE in line with the Government guidance (gloves, apron and mask) before entering this designated room and remain in PPE until they leave.  
• Anyone who develops symptoms of cough, fever or shortness of breath and/or impairment of taste/smell should self-isolate and contact their GP. | 2 | 2 | 4 | • PPE will be provided by CYPES. The designated room in Victoria College is located in the Study Centre next to The Temple. |
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<td></td>
<td>• Isolation procedures followed, gather and use workplace contact tracing information, clean down procedures, contacting Coronavirus helpline 01534 445566.</td>
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<td>• Because pupils and staff are working in smaller groups, it should be possible to do contact tracing to identify pupils and staff who will need to self-isolate.</td>
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<td>• Refer to the Government of Jersey guidance on coronavirus <a href="http://www.gov.je/coronavirus">www.gov.je/coronavirus</a> and employee support pack <a href="#">Employee support pack</a></td>
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<td></td>
<td>• Consider the health plans of most vulnerable groups returning - staff and pupils.</td>
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<td>• Individual Risk Assessments will need to be carried out for those vulnerable individuals returning to school.</td>
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<td></td>
<td>• Corporate advice for anyone who feels unwell and suspects they may have Coronavirus like symptoms.</td>
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<td>• Following strict guidelines issues by gov.je</td>
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<td>• Hygiene guidance/advice fully implemented and displayed</td>
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<td></td>
<td>• Keeping surfaces and touch points like door handles, light switches and tables clean.</td>
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<td></td>
<td>• To follow CYPES guidelines as mentioned previously.</td>
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<tr>
<td></td>
<td>• Practicing good respiratory hygiene - covering mouth and nose with a tissue when coughing and sneezing.</td>
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<td></td>
<td>• Checklist and schedules of cleaning as mentioned previously.</td>
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coughing/sneezing (kill it and bin it).

- Review cleaning standards and specifications, deep cleaning and sanitising schedules considered and planned (both internal staff and external providers).
- Contract cleaning services extended or sourced to cover additional areas of the business/requirements.
- Department cleaning strategy implemented

- See previous details regarding cleaning by G4S, Site Team, pupils and staff.
- Our cleaning contractors, G4S, will be used and supported by members of our Site Team.
- We follow the CYPES Cleaning Strategy.

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<tr>
<td>Daily drop off, pick up and safe movement around designated areas within the school site.</td>
<td>Cross contamination and infection control</td>
<td>Staff, pupils, visitors, contractors, parents and other members of the public</td>
<td>- Consider the safe access and egress of staff, pupils, parents, visitors and contractors to the school setting (signing in/out, access around the facilities and contact with staff and teams). Clear signage on HDT indicating to visitors the location of Reception.</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>- Pupils to enter and exit the site through side gate off Langford carpark. Most staff will enter and leave school in their cars. Staff to park on site if arriving before 8.00 am otherwise to use Langford South carpark. Main gates on Mont Millais will remain closed. Lower gate by VCP will now be open. Contractors and visitors to stop outside main</td>
</tr>
</tbody>
</table>
• Follow GoJ guidance which encourages pupils and staff to walk, cycle or use private cars to get to school and if at all possible, avoid the use of public transport. If pupils do need to use buses, they must observe the social distances guidance in place.

• Clearly identified pick up and drop off points, procedures, signage and markings which will be communicated to parents, pupils and staff.

• Traffic management plans are in place in Langford car park.

• Car parks are managed taking into consideration social distancing - cars and visitors kept 2 metres apart.

• Separate entrances and one-way routes implemented around the site.

• Parents are discouraged from gathering at school gates. Parents are encouraged to stay in their cars.

• Parents to follow Langford guidance regarding traffic management at the start and end of the school day. Langford’s traffic management risk assessments to be followed.

• Members of the Site Team and SLT will be available at pick up and drop off points in Langford.

• Each classroom will have an entrance and exit point specifically for the use of pupils. Designated routes in and out of gates and enter site through side gate and report to Site Team.
- Doors kept open to reduce the number of objects staff need to touch – fire doors must be closed at the end of the working day.

- Safety and informational signage displayed.

- Cleaning specifications to include external, areas e.g. cleaning and disinfection regimes in place for doors, gates touchdown areas, handrails, and intercom/controlled access systems.

- Site Manager to provide door wedges and to check frequently to ensure that doors are open during the school day and fire doors are closed at the end of the working day.

- As previously mentioned.

- As previously outlined.

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<tbody>
<tr>
<td>Management of staff and pupils during break and lunch times.</td>
<td>Avoiding cross-contamination of staff and pupils.</td>
<td>Staff and pupils</td>
<td>- Staggered break and lunchtimes implemented to reduce large groups of pupils and staff gathering</td>
<td>2</td>
<td>2</td>
<td>4</td>
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</tbody>
</table>
- Designated areas for staff and pupils to use during lunch and break times.

- Staff and pupils to use areas including the playground outside Le Brocq, the De Carteret playground, the Quad, College Field and College Lawn during their staggered break times. Staff to supervise to ensure that 1 m social distancing is maintained between pupils and 2m social distancing between staff and staff/pupils.

Catering

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<tr>
<td>Evacuation of buildings in the event of a fire or other emergency</td>
<td>Ensuring all pupils, staff, visitors, contractors, parents and other members of</td>
<td>Staff, pupils, visitors, contractors, parents and other</td>
<td>• In the event of an emergency, pupils and staff in laboratories, the main building, the New Building and De Carteret to gather on the lawn in the front of the school at a safe distance from the buildings</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>To prevent infection, doors would normally be wedged open during the day but in the event of a fire or other emergency, staff may need to remove door wedges and close doors as they exit the building.</td>
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<td>the public</td>
<td>observe evacuation procedures whilst social distancing</td>
<td>members of the public</td>
<td>whilst maintaining social distancing guidelines. Staff who are not supervising pupils to convene on the Prefects’ Path whilst also following social distancing guidelines. Pupils and staff in the Le Brocq building need to evacuate and congregate on the tarmac in front of the Howard Davis Theatre whilst maintaining social distancing guidelines. Those in JADAT will congregate either on College Field or in the Langford Carpark depending on the location of the emergency.</td>
<td>Fire Marshals, when sweeping the building, to check that doors are closed.</td>
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**Additional information and control measures for your consideration/risk assessment development**

1. **Preparing the Site**

The location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment. Hand washing with soap and water for 20 seconds and frequently is promoted by GoJ. The number of handwashing stations may need to be reviewed with support from Jersey Property Holdings.

The location of lidded (pedal) bins in classrooms and in other key locations around the site for the disposal of tissues and any other potentially infected waste. Double bagging and emptying.
Ensuring you have a good supply of disposable tissues in each classroom and enough to top up regularly, as well as lidded bins with double bagging for disposal, with any other potentially infected waste, and where these should be located.

2. Health and Safety

We’re following guidance from the Health & Safety Inspectorate. Ensure that your risk management system (RMS) are up to date and that a Hazard Identification Check sheet in line with the departments H&S policy is completed.

Ensure that you are working in line with the general principle of undertaking risk assessments to safeguard employees against several scenarios, including:

- lone working (both at a work premises and at home)
- pregnancy
- severely vulnerable and vulnerable to COVID-19
- those attending work but living with a household member who’s severely vulnerable
- stress risk assessment
- homeworking.

3. General working arrangements and physical distancing

Physical distancing applies to all parts of a workplace, not just the place where employees spend most of the time. The plan requires you to record future use of office space and how adjustments may be needed to facilitate physical distancing. You also need to consider business resilience. Please reference the Governments Operating within Jersey’s safe exit framework Guidance for managers.

4. PPE and the use of cloth masks

Cloth masks have been advised as an additional precautionary measure for individuals to wear to reduce the risk of them passing on the virus to other people, particularly in enclosed spaces such as shops and on public transport. It is not a Personal Protective Equipment (PPE) requirement within the workplace and they aren’t a substitute for correct PPE or other protective guidance, where this has been advised. See the updated PPE guidance page for more information. PPE will be provided for staff assisting any children of staff showing symptoms.

Employees can wear their own cloth masks if they wish, ensuring adequate storage for old masks and cleaning in line with the instructions. Cloth masks are not a substitute for other measures, such as physical distancing and good hygiene practice, which remain the best way to manage risk in the workplace.

If employees choose to wear face masks, you must make it clear that physical distancing, regular hand washing are still necessary.