



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

BUSINESS CONTINUITY

RECOVERY OF COUNCIL BUILDINGS

Procedure Owner	Senior Management Team		
Procedure Author	Corporate Health & Safety		
Version	V1.0		
Review Date	November 2020	By Whom	PH&I
Circulation	All Senior Management Team All Heads of Service		
Document Linkages	Emergency Management Plan Business Continuity Documents		
VERSION CONTROL			
Version Number	Review Date	By Whom	Amendments
Version 1.0	--	Corporate Health & Safety	New Document

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1.0 Introduction

The safety, health and wellbeing of Council employees is of paramount importance, especially at these unprecedented times. This document sets out principles and practical steps for Service Managers to consider, to ensure so far as is reasonably practicable the continuity of Council services in a way to ensure employees health.

It is recognised that during the Covid-19 (Coronavirus) emergency, employees of Mid Ulster District Council may be unable to work from home and will return to Council premises to fulfil their duties. In doing so they be cognisant of the need to adhere to the guidance and practical steps outlined within this document.

2.0 Recovery of Council Facilities

The following principals are reflective of the Department of Economy Northern Ireland Guidance on COVID -19 *“Working through this together”*, HM Government *“Working Safely during COVID-19 in offices and contact centres, Guidance for employers, employees and the self-employed 11th May 2020”*, NI Executive, *“Coronavirus – Executive Approach to Decision Making 12th May 2020”* and guidance issued on the websites of Public Health England ([PHE](#)), The Health and Safety Executive NI ([HSENI](#)) and The Health and Safety Executive ([HSE](#)) which are monitored daily for new or amended advices and controls to ensure safety.

There are a number of suggested controls that should be considered and explored. These can be defined in respect to the “safe six” principles of recovery;

2.1 Prepare the Building

- Suitable and sufficient hand washing and hand drying facilities will be readily available and will form part of the 'enhanced' scheduled cleaning and disinfection regime for the premises
- Hand Sanitiser stations will be made available at accessible locations in each of the office facilities for employees and at reception areas where members of the public may have access
- Cleaning regimes will be enhanced across the entire facility, with specific focus on all touch points, staff will utilise the appropriate PPE for this purpose utilising appropriate cleansing methodology to reduce potential for onward transfer of surface contamination.
- Disposal paper towel and Antibacterial wipes will be provided in offices to regularly clean, touch points for example telephones, keyboards etc. all staff will be encouraged to use them
- Barriers and installations such as screens will be considered and where reasonably practicable will be introduced at locations where social distancing cannot be achieved for example at reception desks, registrar offices etc. where there is interaction with the general public.
- To prevent potential congestion in corridors and common traffic routes consideration will be given to the introduction of 'one way' systems when entrancing or exiting Council premises, using corridors, lifts, staircases etc.
- Use of lifts will be strictly controlled to one person (and their carer where necessary) with the necessary provision of hand sanitiser for hand contact disinfection after use, staff will be encouraged to use the stairs wherever possible.
- Clear Signage and floor markings will be used wherever practicable to direct movement in to and around Council buildings while maintaining 2 metres distance for all members of staff and the public when they are permitted to access reception areas.
- Consideration will be given to measures for example 'automation' of regularly touched surfaces for example at premises entrances and exits and at taps, (elbow controlled devices will be considered) toilet flush handles etc. to reduce the frequency of the necessity to touch such surfaces

- Specific consideration will be given to these requirements for each Council facility and the production of a site specific Recovery Plan, when they are being considered for reopening

2.2 Prepare the Workforce

- All staff will be made aware of the measures being taken to address social distancing requirements and ensure a safe place of work for all employees in accordance with Government Guidance. Managers can find a useful checklist in Appendix 2.
- Council will undertake the necessary Risk Assessment and review of all work practices to ensure that appropriate controls are in place to protect staff health and safety in accordance with the relevant Government Guidance. (The Councils Corporate Risk Assessment for COVID-19 is provided at Appendix 6. This Corporate Risk Assessment can then be extrapolated by a Head of Service (Appendix 5: Building Control) to allow him/her to produce an individual Risk Assessment for their service area and where necessary a safe working procedure for employees in that Section).
- Council will ensure all staff are advised and informed on the Public Health Agency guidance to help reduce risks of exposure to coronavirus (COVID-19) in the workplace in particular the need for regular hand washing.
- Council will seek to ensure any employees who are in a designated vulnerable group and requiring shielding will be supported as required.
- Line Managers will continue to liaise with their respective staff on a regular basis in associated normal business and to address any specific query or concern in regards to these arrangements.
- Officer teams will be encouraged to enhance the use of digital and remote transfers of material where possible rather than paper format, such as using e-forms, emails and e-banking to reduce hard copy transactions.

2.3 Control Access

- Access to buildings by Members of the public remain restricted except for specific functions e.g. Registration by appointment only.
- When restrictions are lifted access to Council buildings by members of the public will be scheduled on an appointment basis, to manage and reduce congestion in lobbies and reception areas.
- All Members of public will be advised of PHA Guidance and requested to not attend or access any Council facility if they or any member of their family are unwell.
- Civil Marriage / Civil Partnership ceremonies at present remain suspended in Civic Buildings whilst legislation and social distancing restrictions remain in place
- Access will continue to be permitted however for hand delivered applications e.g. Planning, Grant Support and Building Control applications, no receipts will be provided

2.4 Social Distancing Plan

- An assessment of all office areas will be undertaken to ensure a 2m separation distance is in place for all staff occupying workstations. An example of an agreed layout within Councils Planning Section located in the Magherafelt Civic Offices is provided in Appendix 3.
- Consideration will be given to the use of other Council premises for temporary relocation of staff if this is required
- Some Meeting rooms within existing facilities may be repurposed if required
- If it is not possible to physically separate some workstations, alternative arrangements will be considered including, additional screening, arranging people to work side by side or facing away from each other rather than face-to-face.
- Work scheduling and extended work rotas may be considered to reduce the number of staff in the office at any one time and promote team working where practicable.
- Controls may be placed on the number of persons in staff kitchens at any one time (proposed max 2 persons)
- Number of staff permitted in staff canteens at any one time will be restricted in accordance with Social Distancing requirements. Staff will be encouraged to bring

pack lunches and operate staggered start/finish, lunch and tea break times, to reduce the number of staff who may need to use the canteen facility at any given time.

- Only 1 person may use a lift or a staff WC at any time wherever practicable (subject to control system in place)
- Consideration will be given to providing regular advices to remind staff and/or customers to follow Social Distancing guidelines, PHA Advice and to wash their hands regularly
- For those activities where face-to-face contact is deemed essential, such interactions will be encouraged to be kept to 15 minutes or less , wherever possible
- Staff facilitating office meetings internally and externally will defer to the use of video conferencing via Microsoft teams or similar where ever practicable.

2.5 Reduce Touchpoints

- Regular handwashing by all staff will be encouraged
- Regular and frequent cleaning of touch points throughout buildings is maintained and enhanced for example door handles, handrails
- It is recommended that whilst occupied windows and doors in offices are maintained in an open position so far as is practicable to encourage air movement and a regular provision of fresh air. It is considered that the fire risk is low during occupation of buildings however at the end of the working day the building caretaker should ensure all internal fire doors are closed.

2.6 Communicate with Confidence

Just as we have sought to communicate effectively, both internally and externally, as our services contracted through the pandemic, so we will continue to ensure timely, clear and trusted communications as our services resume, facilities re-open and we reconnect with our customers.

We recognise that we are in, and will remain in, a period of uncertainty and our communications must seek to reassure staff, to have a stabilising effect and to recreate a sense of normality as we re-engage.

Our communications internally will support our recovery objectives and our broader marketing and communications activity externally will seek to re-engage our customers as services expand and facilities re-open and to support communities to reclaim their towns, villages and civic spaces.



We're getting ready to make our (gradual!) COVID-19 Comeback



As we begin to see some easing of restrictions as a result of the pandemic, we're turning our attention to how we make our 'COVID-19 Comeback' as an organisation.

Some of our services have, of course, continued without interruption – bin collections, cleansing, cemeteries, property and vehicle maintenance, customer services and administration, finance and the management of planning and building control applications. Still more have been delivered by staff working effectively from home.

Some services will re-start more quickly than others and some facilities will re-open more quickly than others. Our recycling centres are re-opening, registration services are expanding, building control inspections and planning site visits are increasing.

In every case and each time we resume a service or make plans to do so, our priority remains the health and safety of our staff, our customers and our residents.

We're tailoring our comeback to meet guidance and service needs

- We will tailor our comeback in line with up-to-date government guidance and our own risk assessments, and to meet the specific needs of each service area.
- When you do come back to your normal place of work, you'll do so safely.

We're supporting you during the pandemic

We're continuing to support home working where the needs of your service can be met, while recognising that it won't always be possible to work from home effectively and still meet those needs.

- We're introducing greater flexibility in working hours, from opening buildings in the evenings and on Saturdays, to offering reduced working hours for those who need them.
- We've introduced a new carer's leave policy, and continue to offer parental leave and generous annual leave allowance.

We're preparing our buildings

- We're enhancing the cleaning of our buildings, with a focus on regular disinfecting of 'touch points' (such as door handles, door push plates).
 - We're putting public access controls in place and adding barriers or screens to reception and office areas where you interact with the public.
 - We're adding new hand-sanitising points in our buildings, in addition to existing hand-washing facilities, and also providing anti-bacterial wipes for you to clean items like phones and keyboards regularly.
 - We're putting up new signage and floor markings to remind us all about regular hand washing and the need to continue social distancing.
-

We're planning for social distance

- With no change to the need to maintain social distance, we're re-configuring office space to help you stay 2 metres apart at your work-stations and we may use other rooms and other buildings to accommodate staff.
 - We'll continue to use a mix of rotas and remote working to help minimise staff numbers in our buildings as we work towards full recovery of our services.
 - We're introducing occupancy restrictions in communal areas, like kitchens, toilets, lifts and meeting rooms.
 - We'll continue to use technology as the default method for internal and external meetings.
-

We're asking for your help

- Wash your hands regularly and make use of the hand sanitisers provided.
- Respect the social distancing rules and restrictions on access to communal areas.
- Think about bringing food for lunch that doesn't need to be heated, bring your own cutlery and a flask for tea and coffee to reduce the need to use kitchen areas and to ensure our cleaning staff can concentrate on important disinfecting work.
- Co-operate with, and support, your colleagues and managers in their efforts to make our COVID-19 Comeback.

What will be common to all, regardless of when your service resumes, is the warm welcome back you will receive as we look forward to resuming our work, as well as reconnecting with our colleagues and customers.

Appendix 2- Managers Checklist

1. Physical distancing

- ☐ Put up posters around the workplace on keeping at least 2 meters distance between everyone at the workplace.
- ☐ Erect signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded.
- ☐ Move work stations, desks and tables in canteens further apart to comply with social distancing.
- ☐ If possible, bring in shift arrangements so less staff are in the workplace at once.
- ☐ Instruct workers to have meetings by phone or online instead of in person. If not possible, require they meet in a large space and keep meetings short.

2. Handwashing & hygiene

- ☐ Have hand sanitiser stations available throughout the site, especially where water and soap are not available
- ☐ Ensure bathrooms are well stocked with hand wash and paper towels
- ☐ Display posters with instructions on how to thoroughly wash hands
- ☐ Instruct workers on other ways to limit the spread of germs, including by not touching their face, sneezing into elbow, and staying home if feeling sick
- ☐ Have automatic alerts set up on computer systems to remind workers about washing hands and not touching eyes, nose and face
- ☐ Instruct your workers to limit contact with others—no shaking hands or touching objects unless necessary.
- ☐ If possible, accept only cashless transactions.

3. Cleaning

- ☐ Ensure any areas frequented by workers or others (e.g. visitors to your premises) are cleaned at least daily with disinfectant.
- ☐ Instruct workers to wear gloves when cleaning and wash their hands thoroughly or with alcohol-based hand sanitiser before and after wearing gloves.
- ☐ Clean frequently touched areas and surfaces several times a day with a disinfectant solution or wipe. This includes lift buttons, handrails, tables, counter tops, door handles, sinks and keyboards.
- ☐ Instruct workers to clean personal property that comes to work, such as, mobile phones with disinfectant, such as disinfectant wipes.

4. Working from home

- ☐ Assess who can do their jobs from home. Give those workers the option to do so.
- ☐ Provide guidance to your workers on how to set up a safe home office environment.
- ☐ Require workers to complete a self-assessment checklist to ensure they comply with good ergonomic practices.
- ☐ Set up ways to communicate with workers online (e.g. through Skype or Microsoft teams) and communicate with them daily.
- ☐ Provide information to workers about the supports available to them

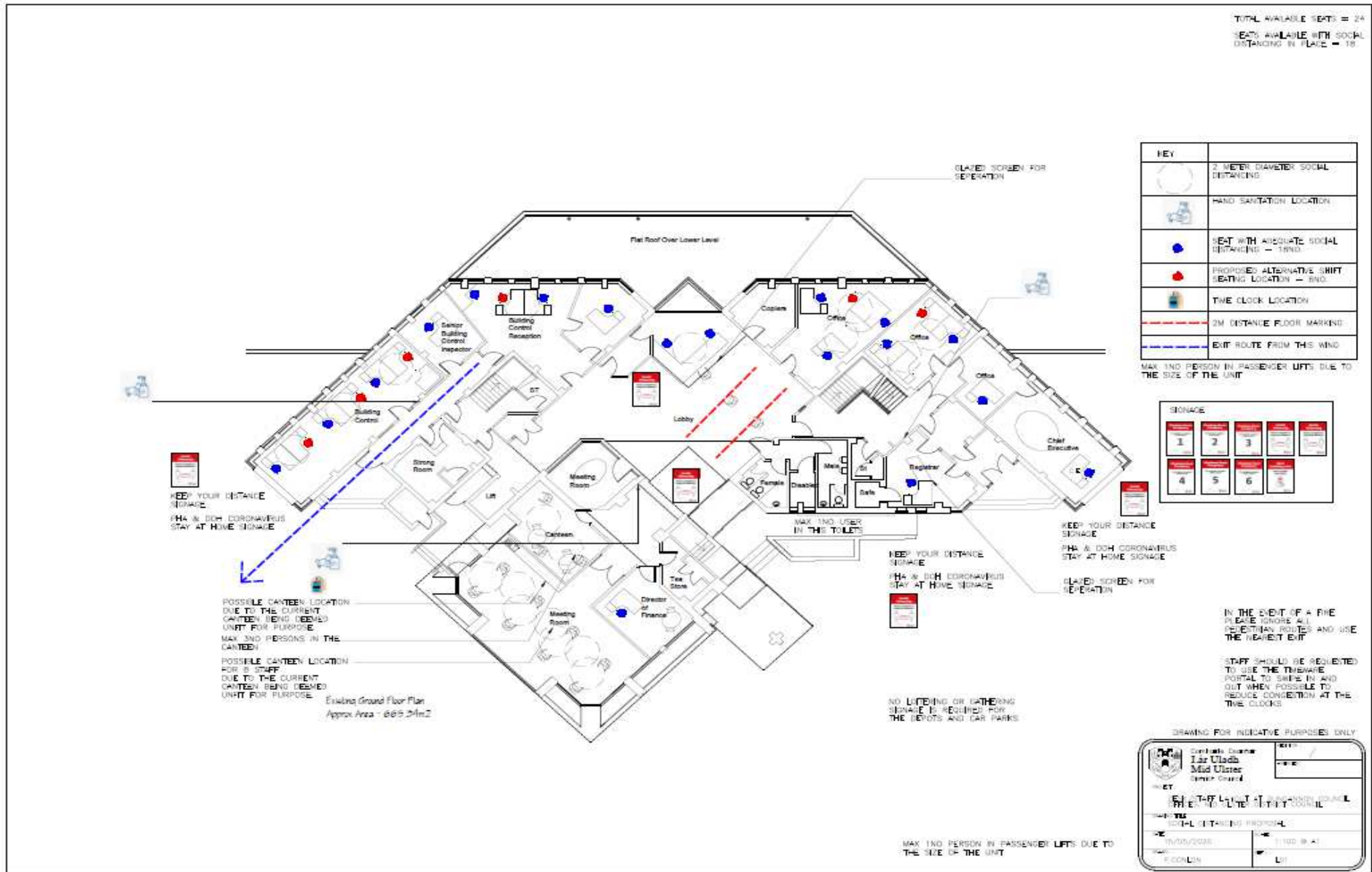
5. Monitor symptoms

- ☐ Display signs about the symptoms of COVID-19 in the workplace.
- ☐ Direct workers to stay home if they are sick, and if they are displaying symptoms of COVID-19 ask them to call the NHS (111).
- ☐ Instruct workers to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.
- ☐ Remind staff of their leave entitlements if they are sick or required to self-quarantine.
- ☐ Treat personal information about individual workers' health carefully, in line with privacy laws.

6. Plan ahead

- ☐ Review business continuity plan on what to do if there is a suspected or confirmed outbreak of COVID-19 in your workplace.
- ☐ Consider what you will do if one of your workers is suspected or confirmed to have COVID-19, including how you will support that worker and what you need to do to ensure the workplace remains safe for other workers.
- ☐ Consider if you have appropriate cleaning products and personal protective equipment available to disinfect your workplace following an outbreak. If you do not, consider options for hiring a cleaning company to do this work.
- ☐ Put a protocol in place for reopening your workplace after an outbreak or quarantine period

Appendix 3 - Draft Layout of Dungannon Office showing social distancing requirements



Appendix 4- Example Layout of Office

Figure 2 illustrates an agreed layout of one of offices within Magherafelt Civic Building (Planning Department office located on the first floor). Following consideration of the preparatory work undertaken, the Service Manager working in conjunction with Councils Corporate Health and Safety Section considered the existing office environment and has worked to provide a layout for employees who may return to that office to accommodate social distancing.

This layout allows 21 people to be in the two offices at any one time, whilst maintaining the correct social distance. Please note that there were minor physical changes made to one of the offices to allow such distancing to be achieved.

The Planning Team are required to undertake a piece of work to establish which staff are required in the office on which days. This requirement will be dictated by the service and its operational needs.

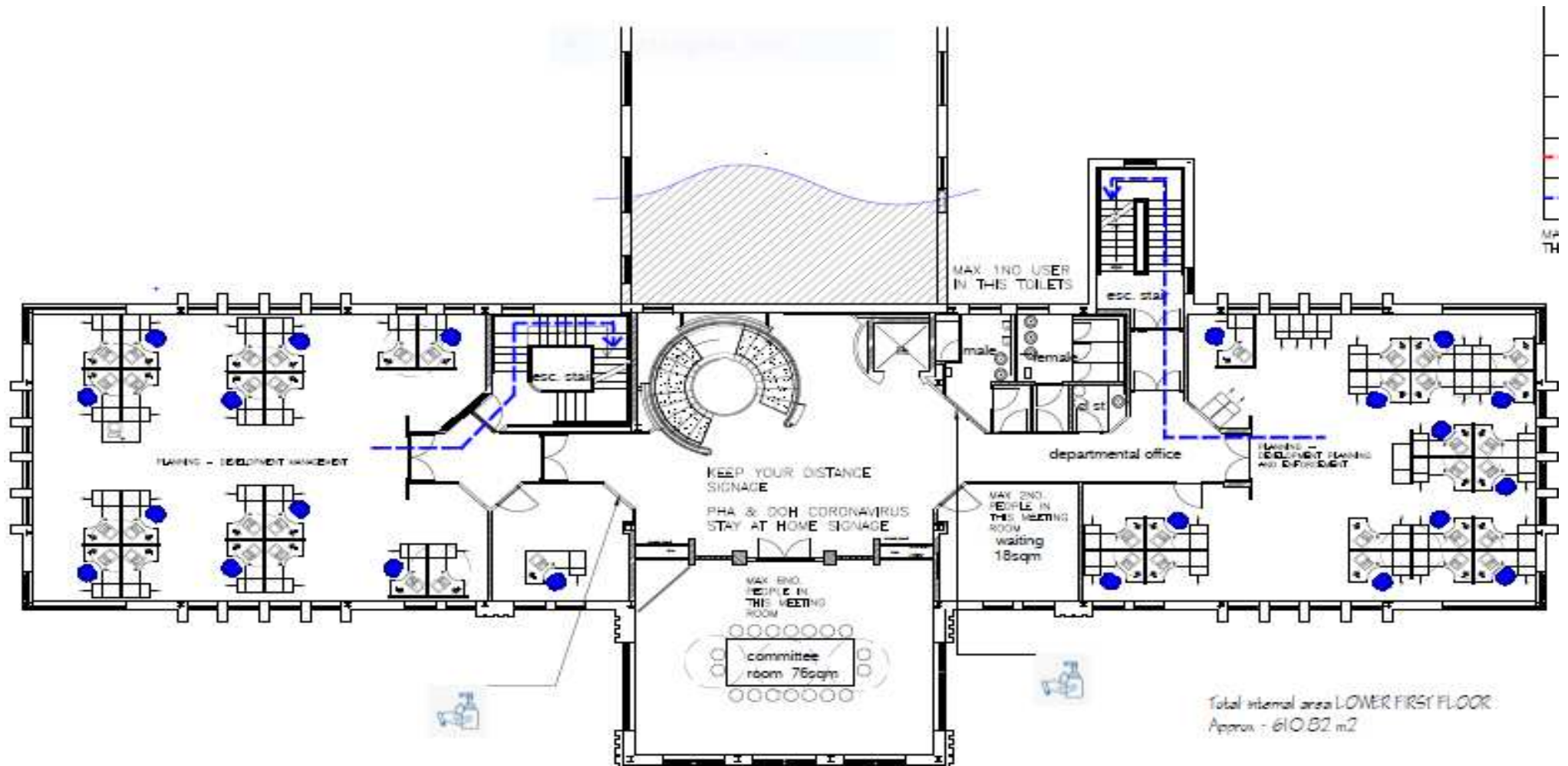


Figure 2 First Floor Planning Office

Mid Ulster District Council – Safe Work Procedure



Covid-19

BUILDING CONTROL OFFICER SITE INSPECTIONS

INTRODUCTION

Site visits may be required to Construction sites to undertake Regulatory inspection and/or to provide advice and guidance

This guidance document provides additional guidance to BCO's to safely conduct their duties with respect to COVID 19 and should be read in conjunction with existing Building Control Officer risk assessments and safety procedures.

Pre inspection

- ✓ Familiarise yourself with the site and the number of persons required for the visit (both council and customer). Ensure 2m social distancing can always be maintained on the site.
- ✓ PPE – All Building Control Officers should carry additional PPE i.e. Disposable Gloves, Hand sanitiser, Hand cleaning wipes, Waste Disposal Bag – Disposable gloves should be worn for the duration of the inspection.
- ✓ Face masks/shields may be used in situations where employees would prefer additional protection should others be present and the 2 mtr social distance recommendation cannot be achieved
- ✓ Site to be fully compliant with The Construction Leadership Council or Construction Industry Federation's Covid-19 Site Operating Procedures.
- ✓ Prearrange date and time of visit with the site manager.

Open air inspections

- ✓ Inspection should be carried out when no site operatives are within the vicinity.
- ✓ Ensure social distancing where site operatives are within the vicinity of the inspection.
- ✓ Carry out inspection ensuring social distancing and where possible avoiding touching of surfaces unless unavoidable.

Final Inspections of Unoccupied premises

- ✓ No other personnel to be in the house while inspection is taking place
- ✓ Ensure social distancing (2 Mtr) where site operatives are within the vicinity of the inspection.

- ✓ All doors to be wedged open during inspection.

General

- ✓ Report all concerns / issues to your manager immediately
- ✓ Ensure you have an adequate stock of PPE & hand sanitiser, replenish when required
- ✓ Wash and properly dry their hands on a regular basis for 20 seconds with soap and water and paper towels/hand dryers
- ✓ Follow existing safety procedures for building control tasks
- ✓ Place used tissues in the bin immediately and wash your hands afterwards
- ✓ Do not touch your eyes, nose or mouth if your hands are not clean.

Exiting the premises

- ✓ Remove gloves with care (see diagram below on how to remove safely)
- ✓ Place gloves in a sealed bag and place in general waste 72 hours later
- ✓ Clean hands with hand sanitizer immediately after removing the gloves
- ✓ On returning to the office wash hands thoroughly with soap & water for at least 20 seconds



Appendix 6 - Example Risk Assessment and Safe Procedure Building Control

Building Control Services	Staff have been provided with information & guidance in relation to infection control and control measures, including a safe operating procedure	> Ensure all staff receive the guidance documents	3	2	6
	Only open air and unoccupied premises will receive inspections at present				
	Occupied Building inspections have been risk assessed as High Risk by building control and will not be carried out until further notice				
	Staff have been informed on the steps to follow should they present symptoms of COVID-19				
	Staff have been provided with gloves and have been reminded of regular hand washing				

Appendix 7 – COVID-19 RISK ASSESSMENT

COVID - 19 RISK ASSESSMENT					
Developed by: Corporate H&S					
06/05/2020 08:15:00					
Hazard	Control Measure Description	Additional Controls Required	Probability	Severity	Risk Rating
Spread of disease / infection	Leisure(16.03.20), Cultural sites(16.03.20) & play parks (20.03.20) are currently closed to members of the public Communicated through social media	> Line managers to review and remind staff on social distancing	3	3	9
	Forest parks reopened for local members of the public for access on 21.04.20. Carparks at council owned parks currently remain closed	> Display guidance on hand washing at all sites			
	3 sites (Cookstown, Drumcoo, Magherafelt) to reopen on DATE TBC - Refer to CAS Covid-19 risk assessment Opening times from 8.30am to 4.30pm Additional CAS remain closed - under constant review	> Sites to Identify a room in accordance with PHA guidance to isolate staff if they present themselves as unwell and can receive medical support.			
	Staggered start & finish times have been introduced in environmental services to reduce number of persons onsite at any one time	> Identify steps to take if employee presents themselves as unwell and believes its COVID-19			
	Home working has been introduced for staff that are able to fulfil their duty at home	> Caretakers to be reminded to close all doors at the end of the day			
	Managers reviewing staffing numbers of essential staff in the office at any one time.	> Consider maximum numbers at funerals - 10			
	Managers / supervisors advising staff not to gather in groups e.g. start/finishing times, breaks	> Consideration given to implementation of staggered breaks at council facilities and monitoring			
	High standard of cleaning regime is carried out at all sites e.g. disinfecting all areas which people would come into contact with	> Consideration to be given to social distancing at any smoking areas at depots /yards as per WISH guidance (Version 3 - Published on 23.04.20)			
	Provision of hand washing facilities to promote positive hygiene practices e.g. water, soap & hand towels/dryers. Where water and soap are not available hand sanitizer / wipes are provided				

	<p>Practice good personal hygiene – wash hands for 20 seconds and dry well (wrists and arms if necessary) before eating, drinking, smoking, using the telephone, handling rubbish (not an exhaustive list)</p> <p>Staff and members of the public educated with signage posted throughout sites and on social media e.g. cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze - catch it, bin it, kill it.</p> <p>Used tissues to be disposed of immediately after use</p> <p>Marketing & communications department issued Posters & Media advise not to touch your eyes, nose or mouth if your hands are not clean</p> <p>Staff advised on social distance and not to gather in large groups as per guidance provided by Public Health Agency (2-metre (6.5 foot) gap recommended by the Public Health Agency)</p> <p>Conference calls arranged instead of face to face meetings</p> <p>PPE provided to front line staff. Refuse collection - normal high vis clothing, gloves, safety footwear Burial staff - Face shields, gloves, hi-vis</p> <p>Refuse collection are using consistent crew rotas, where this is possible</p> <p>Following government guidance as to infection control. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19</p>				
Staff member or member of household displays symptoms of Covid-19	<p>If Staff member becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Staff members advised to self-isolate if they or someone in their household displays symptoms. Posters & social media advised of symptoms to be aware of. Staff member to contact line manager/supervisor to inform them PHA advice if symptomatic absent from work for at least 7 days. If self-isolating because of someone in the household - self-isolate for 14 days</p>	> Sites to Identify a room in accordance with PHA guidance to isolate staff if they present themselves unwell and can receive medical support.	3	3	9

	<p>Line managers will maintain regular contact with staff members during this time.</p> <p>If a staff member is confirmed positive for Covid-19 and has used a vehicle in the day previously a council vehicle e.g. RCV, van. The vehicle will be parked up for 72 hours and deep cleaned. (as per WISH guidance (Version 3 Published on 23.04.20) Management to liaise with HR as to were colleagues who have shared the cab / vehicle with confirmed case.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken</p>				
Disinfection of Work areas within council	<p>HoS have informed sites / services to increase their cleaning regime, including the disinfection of areas people are in contact with e.g. door handles, railings, lifts etc.</p> <p>Rest areas regularly cleaned throughout shifts</p> <p>Site managers and property services continuously replenishing cleaning products e.g. disinfectant and hand sanitisers</p> <p>PPE made available to all staff carrying out cleaning duties e.g. rubber gloves</p> <p>External contractors will be hired to carry out deep cleaning of sites, if required - this will be arranged by property services</p>	<p>> Additional companies to be sourced for cleaning products and PPE</p> <p>> PPE to be strictly managed for front line services</p> <p>> Recall of PPE from sites which are closed to ensure availability to front line critical services</p> <p>> Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</p>	3	3	9
Interaction with other staff members & members of the public	<p>Leisure (16.03.20), Cultural sites (16.03.20) & numerous parks are currently closed to members of the public</p> <p>Forest parks reopened for local members of the public for access on 21.04.20. Carparks at council owned parks currently remain closed (Davagh, Pomeroy, Knockmany, Moydamlaght, Derrynoid and Iniscarn)</p>	<p>> Line managers to review and remind staff on social distancing & what to do if staff or members of the household display any symptoms</p>	3	3	9

	Play parks (20.03.20) are currently closed to members of the public			
	3 sites (Cookstown, Drumcoo, Magherafelt) to reopen on Date TBC - Refer to CAS Covid-19 risk assessment Opening times from 8.30am to 4.30pm Additional CAS remain closed - under constant review			
	Cemeteries reopened on 25.04.20 - members of the public advised to follow social distancing guidelines via social media & signage at sites			
	Public access to open spaces such as Dungannon park are under constant review by SMT			
	Staggered start & finish times have been introduced in environmental services to reduce number of persons onsite at one time			
	In line with advice from the General Registrar Office (GRO), the registration of births and marriages has now been suspended Death registrations can be completed online			
	Civic offices closed to public except for essential services (19.03.20) An appointment system for anyone wishing to access essential services in Cookstown, Dungannon and Magherafelt now operates			
	Bowling greens, public toilets and Council caravan parks are closed (19.03.20)			
	Home working has been introduced for staff that are able to fulfil their duty at home			
	Managers reviewing staffing numbers of essential staff in the office at any one time.			
	Conference calls arranged instead of face to face meetings			
	Site managers & supervisors to review activities on the open sites and put adequate measures in place to ensure social distancing is in place			

	Educate staff and members of the public with signage display throughout all sites and on social media e.g. cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze - catch it, bin it, kill it.				
	Staff have been advised to social distance and not to gather in large groups With the 2-metre (6.5 foot) gap recommended by the Public Health Agency				
Lack of staff awareness / understanding & communication of the risks	Staff provided with information and guidance based on information from the Public Health Agency.	> Consider generic tool box talk on the COVID-19 symptoms and control methods for avoidance of infection for staff that do not have access to emails and perhaps have reading difficulties	3	3	9
	Regular updates from marketing & communications department is emailed to all staff. Supervisors / managers to inform staff who do not have email access				
	Promotion of hand washing and hygiene practices through the use of posters from the Public Health Agency website				
	Regular meetings taking place to provide updates to all councils e.g. Emergency Planning Group. H&S manager included in these meetings				
Lack of site washing facilities	Managers to review all sites to ensure running water, soap and method to drying hands is available, where possible	> Line managers to ensure hand washing stock is replenished and staff to be reminded of hand hygiene > Line managers / supervisors to ensure staff have adequate breaks to wash hands	2	3	6
	Sites with no running water should provide adequate amounts of antibacterial hand sanitiser / wipes				
	Site managers to ensure soap and hand towels are regularly restocked				
	A number of RCV's have built in washing basins - drivers informed to empty at the end of each shift and refill the following day from a tap				
	Vehicles that do not have washing facilities must be provided with antibacterial hand sanitiser / wipes				
Movement of staff between sites - increasing staff interaction	Numerous council sites have closed (stated above)	> Line managers to review and remind staff on social distancing > Display guidance on hand washing at all sites	3	3	9
	Focus on critical services delivery				
	Use of emails, phone calls and teleconference rather than site visits				
	Staff advised on social distance and not to gather in large groups as per guidance provided by Public Health Agency				

	Practice good personal hygiene – wash hands for 20 seconds and dry well (wrists and arms if necessary) before eating, drinking, smoking, using the telephone, and handling rubbish (not an exhaustive list).				
	Educate staff and members of the public with signage posted throughout sites and on social media e.g. cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze - catch it, bin it, kill it.				
Reduction of Staffing Levels / Lack of training & knowledge	All departments / services requested to assess their critical staff roles as part of the service business continuity plan	<p>> Training packages to be developed for the training of redeployed staff (Sign off required)</p> <p>> Review of training requirement for burial staff</p> <p>> Measures to be considered to keep everyone updated on actions being taken to reduce risk of exposure to Covid-19 in the workplace</p> <p>> Redeployed staff to work shadow an experienced / competent staff member</p>	3	3	9
	All departments / services to consider training other staff members where applicable. Redeployment maybe required.				
	All departments / services have an updated contact directory of all staff				
	Department / services have reviewed services to make arrangements to ensure that critical services continue e.g. burials, bin collection, CAS, building control officers & community hubs for vulnerable and isolated persons				
	Expression of interested offered to all staff to redeploy to an essential service				
	For all redeployment roles information. Instruction & training is provided e.g. loaders of RCV's -sign off by trainer and loader Refuse: practical Zoeller training, Safety awareness TBT, COVID-19 TBT, waste bin collection & containers TBT Burial: dumper/digger truck training being arranged, COVID-19 TBT CAS: CAS TBT, Covid-19 TBT, CAS risk assessments & CAS Covid-19 RA				
	Staff to make themselves aware of the new site, in particular the emergency exits, fire fighting equipment, first aider & first aid supplies				
Events	All forthcoming events have been postponed as per new executive powers on 28.03.20		2	4	8
	Cultural sites & Leisure centres are closed to the public as of Monday 16th March 2020				

Home working	Regular contact with manager / supervisor is required throughout the working day which is reported to HR by the supervisor/manager	<p>> Workstation assessment form to be completed and returned to manager / supervisor</p> <p>> All council electrical property used to carry out work duties should be electrically safe, PAT tested</p>	3	3	9
	Sick days to be reported as per absence procedures				
	Regular breaks to be taken				
	All incidents / accident that occur as a result from work duties at home should be reported to your manager / supervisor				
	All work targets are set out in consultation with line managers to ensure that they are realistic				
	Occ. health and counselling service available to support staff re home or work issues.				
	Lone working policy in place - Maintain regular contact with supervisor / manager and other staff members				
Lack of PPE / RPE resources	Provision of gloves, wipes and hand sanitizer will be made available to members of staff (job specific)	<p>> Additional companies to be sourced for PPE stock due to availability</p> <p>> Staff to be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>> Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>> Where facemasks are provided by council - staff to be reminded on how to fit and use correctly</p>	3	3	9
	In accordance with PHA Guidance, Face masks are not recommended for those displaying no symptoms				
	Face shields supplied to those highlighted in risk assessments e.g. persons directing members of the public at CAS				
	Washing facilities will have water, soap and a method for drying hands e.g. paper towels - washing hands with soap and water is best practice.				
	Stock of PPE to be controlled by store staff and/ or site manager and replenished when levels reduce				
Sharing of Vehicles	Reduced number of persons in each vehicle, ideally one person per vehicle. Where this is not possible, other measures are required to protect staff e.g.. length of time in the vehicle, number of people in the vehicle, screening barrier inside vehicle or additional vehicle following behind	<p>> Ensure daily vehicle check sheet records that disinfection of internal cab of vehicle took place</p>	3	3	9
	Daily disinfecting of the vehicles by the driver				
	Manager / supervisor to keep a daily record of who was in each vehicle				

	Regular breaks to ensure staff have opportunity to wash their hands				
Staff meetings	Conference calls arranged instead of face to face meetings		3	3	9
	Limit numbers to attend meetings - essential people only				
	Only essential meetings to be carried out.				
	Practice adequate social distancing during the meeting (2-metre (6.5 foot) gap recommended by the Public Health Agency)				
	Advised not to shake hands				
Vulnerable persons	Communication of advice given by the public health agency to all staff		3	3	9
	Marketing & communications department issued Posters & Media advise not to touch your eyes, nose or mouth if your hands are not clean				
	Managers to communicate with staff members as to whether they have any underlying health issues and contact HR				
	Leave is an option as communicated by HR through marketing and communications department. Managers to manage arrangements				
	All known vulnerable persons homeworking				
Burial services	Death registrations can be completed online	<p>> Training packages to be developed for the training of redeployed staff (Sign off required)</p> <p>> Review of training requirement for burial staff</p> <p>> Regular review of any advices issued by public health agency</p>	3	3	9
	Purchase of double plot has been suspended. Purchase of single plots only				
	Current advises to funeral directors limits attendance to 10 people - excluding staff, FD & ministers				
	Cemeteries reopened to members of the public from 25.04.20 Communicated through social media.				
	Burial services are limited to 15 minutes				
	Staff & funeral directors to wear PPE during the burial - facemask, gloves				
	Installation of headstones & memorials have been suspended				
	Environmental Health issued guidance from DoJ to all local funeral directors				
	Project Dignity group (DoJ) has been established to provide guidance on committals.				

	Staff to place signage to direct those attending the funeral to the plot				
	Social distancing to be observed & 5 Metre cordon will be placed around the grave				
Environmental Services (Refuse)	Staggered start & finish times have been introduced in environmental services to reduce number of persons onsite at any one time	<p>> Cleaning of vehicle cabs periodically throughout the day, as per WISH guidance</p> <p>> Redeployed staff to work shadow an experienced / competent staff member</p> <p>> Staff to be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>> Ensure daily vehicle check sheet records that disinfection of internal cab of vehicle took place</p>	3	3	9
	Managers / supervisors advising staff not to gather in groups e.g. start/finishing times, breaks				
	PPE provided to front line staff. Refuse collection - normal high vis clothing, gloves, safety footwear				
	Refuse collection are using consistent crew rotas, where this is possible				
	If a staff member is confirmed positive for Covid-19 and has used a vehicle in the day previously a council vehicle e.g. RCV, van. The vehicle will be parked up for 72 hours and deep cleaned. (as per WISH guidance (Version 3 Published on 23.04.20) Management to liaise with HR as to were colleagues who have shared the cab / vehicle with confirmed case.				
	Vehicle cabs being cleaned down at the end of each shift, particularly frequently touched areas such as Door-handles, hand holds/rails, dashboards, steering wheels, hand-brake levers, gearbox controls and indicator stalks etc.				
	A number of RCV's have built in washing basins - drivers informed to empty at the end of each shift and refill the following day from a tap				
	Vehicles that do not have washing facilities must be provided with antibacterial hand sanitiser / wipes				
	For all redeployment roles information. Instruction & training is provided e.g. loaders of RCV's -sign off by trainer and loader Refuse: practical Zoeller training, Safety awareness TBT, COVID-19 TBT, waste bin collection & containers TBT				
	Provision of gloves, wipes and hand sanitizer will be made available to members of staff (job specific)				

	<p>In accordance with PHA Guidance, Face masks are not recommended for those displaying no symptoms</p> <p>Reduced number of persons in each vehicle, ideally one person per vehicle. Where this is not possible, other measures are required to protect staff e.g.. length of time in the vehicle, number of people in the vehicle, screening barrier inside vehicle or additional vehicle following behind</p> <p>Daily disinfecting of the vehicles</p>				
Community hub for vulnerable and isolated persons	<p>Identification of those who are vulnerable and in need by the trust</p> <p>Council to act as the borough focal point from which to co-ordinate, record and report the response (virtual call centre)</p> <p>Frontline service to be delivered by community voluntary groups</p> <p>Staff have been provided with information & guidance in relation to infection control and control measures</p> <p>Staff have been informed on the steps to follow should they present symptoms of COVID-19</p> <p>Staff have been provided with gloves for handling food boxes and have been reminded of regular hand washing</p> <p>Staff have been instructed to frequently clean and disinfect frequently touched objects and surfaces</p> <p>A one way system has been implemented within the carpark at MUSA (to reduce pedestrian / vehicle collision)</p> <p>Staff using vehicles to transport the food boxes from the storage area to community groups</p>	<p>> Key contact list for co-ordinators to be developed</p> <p>> Investigate grant funding opportunities</p> <p>> Identify facilities throughout the borough which can be used as community hubs for the purpose of distribution of resources if required (1 per DEA)</p>	3	3	9
Building Control Services	<p>Staff have been provided with information & guidance in relation to infection control and control measures, including a safe operating procedure</p> <p>Only open air and unoccupied premises will receive inspections at present</p> <p>Occupied Building inspections have been risk assessed as High Risk by building control and will not be carried out until further notice</p> <p>Staff have been informed on the steps to follow should they present symptoms of COVID-19</p>	<p>> Ensure all staff receive the guidance documents</p>	3	2	6

	Staff have been provided with gloves and have been reminded of regular hand washing				
Opening of Civic Amenity Sites	3 sites (Cookstown, Drumcoo, Magherafelt) to reopen on DATE TBC Opening times from 8.30am to 4.30pm	<p>> Training packages to be developed for the training of redeployed staff (Sign off required)</p> <p>> Rigorous checks & recording to be carried out by line managers/supervisor to ensure that the necessary cleaning procedures are being followed and maintained.</p> <p>> Display guidance on hand washing at all sites</p> <p>> Identify steps to take if employee presents themselves as unwell and believes its COVID-19</p> <p>> Consideration to be given to social distancing at any smoking areas as per WISH guidance (Version 3 - Published on 23.04.20)</p>	3	3	9
	Signage will be erected throughout all the CAS instructing members of the public of the social distancing rules when onsite				
	Signage erected to inform members of the public that only one person is permitted to exit vehicles, unless more than one is required to remove larger waste items e.g. fridge freezer				
	Queuing system will be implemented at each site allowing limited numbers of vehicles onsite at any one time Cookstown - 5 vehicles Magherafelt - 5 vehicles Drumcoo - 5 vehicles				
	One vehicle in and out approach will be in place at each site				
	Additional PPE will be provided to all staff that are directing traffic e.g. face shields				
	Staff roles onsite are to direct members of the public. Staff will be informed that they are not to assist in the handling of members of the public waste whilst they are disposing of it onsite to comply with social distancing guidance				
	1 supervisor to be present at the 3 sites on Date TBC to ensure all controls and safe working practices are being carried out so far as reasonably practicable				
	Staff will have radio communication where available				
	Wall mounted hand sanitiser erected throughout the sites to ensure & encourage good personal hygiene practices and staff informed where they are situated. Staff advised to regularly wash hands / use hand sanitisers.				
	Posters displayed at all site entrances with general guidance for safe use and operation to be displayed				
	Barriers and/or cones will be erected throughout the sites to ensure social distancing				

	Sites to close between 1pm & 3pm daily to allow access and safe vehicle movement on the removal of skips. Should skips fill before 1pm, the area will be cordoned off to members of the public				
	Site managers & supervisors to constantly review activities on the open sites and put adequate measures in place to ensure social distancing is in place				
	Wall mounted hand sanitiser erected throughout the sites to ensure & encourage good personal hygiene practices and staff informed where they are situated. Staff advised to regularly wash hands / use hand sanitisers.				
Mental Health of staff members	Regular contact with manager / supervisor is required throughout the working day		3	2	6
	Occ. health and counselling service available to support staff				
	Westfield services available for staff members				