

APPENDIX 3



**PERSONAL PROTECTIVE EQUIPMENT (PPE)
GUIDANCE FOR HOME/SITE VISITS**

SEPTEMBER 2020



1.0 INTRODUCTION

- 1.1 Prior to COVID-19, there had been a requirement for home/site visits by employees as part of their day to day duties. However, with COVID-19 and the Government guidelines surrounding social distancing and home working, this had an impact on operation requirements, specifically home/site visits, which were cancelled and no new visits permitted.
- 1.2 With restrictions being gradually lifted, home/site visits are being restored.

2.0 SCOPE

- 2.1 The guidance may be subject to change at any time during the COVID-19 pandemic following Government advice.
- 2.2 The guidance applies to all Council employees conducting home/site visits. If employees are unsure if this guidance applies to them, they must consult with their Heads of Service.

3.0 RISK ASSESSMENTS

- 3.1 Where risk assessments are in place and deemed satisfactory, there is no reason why employees should not conduct home/site visits. PPE requirements should be subject to the outcome of the risk assessments.
- 3.2 Risk assessments are to be completed by the line manager and employee through Firmstep.

4.0 GUIDANCE FOR USING PPE

- 4.1 Government advice is that 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.
- 4.2 PPE will not be provided without clear reason, i.e. the most common reason being 2 metre distancing is unable to be maintained.
- 4.3 PPE would not be required unless someone is symptomatic with COVID-19 and the work cannot be undertaken by keeping 2 metres away from the person with symptoms. Hand washing for 20 seconds, or using hand sanitiser if hand washing facilities are unavailable) is adequate protection.
- 4.4 There should be no requirement for additional PPE for outdoor visits where 2 metres distancing can be maintained above any PPE need which was already identified as part of that role prior to COVID-19
- 4.5 There is no requirement for PPE for Indoor visits where social distancing can be maintained. However this would be depend on the individual task.

5.0 TYPES OF PPE

- 5.1 PPE is likely to be a face mask (type IRR). Face shields would only be required in the event of specific risks of spray droplets, which should be mitigated by social distancing. Any PPE requirement for COVID-19 purposes will be supplied by the council, as with PPE in all other circumstances.

- 5.2 Where an employee is conducting a home/site visit where PPE is not a requirement; but the employee is particularly anxious or concerned by not having PPE, we will consider providing it.

6.0 GUIDANCE FOR SAFE PRACTICE

- 6.1 Departments can commence site/home visits, only where it can be confirmed that the environment is COVID-19 secure.

- 6.2 If further risk assessments need to be carried out for employees who work in the community, and deal with customers and residents, these can be carried out through Firmstep.

- 6.3 If after a risk assessment work cannot be carried out safely, alternative methods to reduce risks should be explored, these may include;

- Meeting outside rather than inside, if it is an enclosed space
- To take relevant precautions and stay 2 metres apart, or 1 metre if 2 metres is not possible.
- To make sure good hygiene practices are in place e.g. handwashing and the use of a face mask and/or gloves.
- Employees must dispose or wash their facemask and gloves safely following a visit.
- Communicate with households or businesses prior to arrival to make sure they are COVID-19 safe and ensure they understand social distancing and good hygiene practices, e.g. hand washing, opening windows and doors in homes and sanitising hands regularly.
- If possible, it should be the same employee visiting the same household.
- Employees should not enter a household which is isolating because one or more family members have symptoms or are shielding, unless there is a risk to the safety of that household or where families or businesses are not engaging with the Council.
- If someone in the household is vulnerable but not shielding, for example, if they are over 70 years old with no underlying health conditions, prior arrangements must be made to outline the reason for the visit and good hygiene practices are adhered to.
- In very limited situations the provision of PPE including respiratory masks and protective clothing should be worn when dealing with customers known or potentially known to have COVID-19. These situations are generally limited to EHOs enforcing health protection requirements.
- Employees should travel by car if possible and avoid using public transport unless necessary. If travelling by public transport a face covering must be worn.