

# **Covid-19**

# **Finding our bearings**

**Working within the new normal**

**“Bearings”**

**A direction or relative position: e.g. the pilot radioed his bearings.**

**In Architecture: A supporting part of a structure.**

**Construction: The area of contact between a bearing member, as a beam, and a pier, wall, or other underlying support.**

**Machinery: The support and guide for a rotating, oscillating, or sliding shaft, pivot, or wheel.**

**Noun: the act of enduring or capacity to endure / the manner in which one conducts or carries oneself, including posture and gestures: *a man of dignified bearing.***

# Covid-19 Working Group

- Cross section of staff
- Reduces subjectivity
- Reality check and input into risk assessments and C-19 operating procedures
- Craig, Heather, Lizzie, Clive, Elaine, Bryony, Diane

# Welcome Back Policy

- Over arching document
- 3 pages:
  - Where COP/RA details came from
  - Purpose (i.e. supporting staff, volunteers, trustees and visitors)
  - Intro to COPs and RAs
  - Working group

# Risk Assessments

- 5 main ones
  - Some used to define other activities e.g. Feed the Birds from the Volunteers RA
- Every day work situations
  - Where C-19 is a potential hazard

# RA: Use of SWT Offices

- Work@home
- But as guidance relaxes and numbers increase:
  - Don't come to work if Covid-19 symptoms
  - Public transport – use of masks
  - Wash hands on arrival and regularly through the course of stay
  - Use of sanitiser >60% alcohol
  - 2m social distancing
  - Separate entry/exits
  - Avoidance of physical contact
  - No hot desking
  - Sanitisers available - people must clean down work areas
  - Sneeze/cough into tissues / crease of elbow
  - One in/one out toilets
  - Take in own food and drink and take rubbish home
  - Use of touch pens on photocopier, entry codes, franking machine, desk phones, etc.
  - Staggered start/finish times
  - Reduced office numbers (unable to reduce the 2m rule)

# RA: Administering Emergency First Aid

- Ensure hands are washed or where facilities are not available, alcohol gel with at least 60% alcohol content is used before and after treating a casualty (Government advice)
- Wounds and dressings must not be touched with bare hands
- First Aiders must ensure they do not cough or sneeze over a casualty when treated
- Wearing gloves is mandatory when dealing with open wounds
- Cuts or grazes on own hands must be covered with waterproof dressing
- All waste to be disposed of safely
- Cardiac arrest: Responders must not listen or feel for breathing by placing the ear or cheek close to the patient's mouth
  - The default position is to start chest compressions until help arrives and ensure an ambulance is on its way
  - If Covid-19 suspected – inform 999 when calling
- First Aid responders should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and/or early defibrillation until the ambulance arrives
- Any access to any form of PPE should be worn
- All responders should wash hands thoroughly with soap and water or alcohol-based hand gel as a convenient alternative and seek advice from the NHS 111 coronavirus advice service or a medical adviser

# RA: Use of Trust Vehicles

1. If a work-related journey is essential, use of own vehicle (with relevant insurance) is the default position
2. Believing UV light has killed Covid-19 on external surfaces exposed to the air is myth
3. Each vehicle is equipped with cleaning materials and hand sanitiser for safer essential journeys
  - Users must sanitise hands on entry
  - At the end of use internal handles, steering wheel, gear stick, controls must be wiped with sanitiser before exiting the vehicle.
  - 20 second handwashing is mandatory when returning to SWT offices and/or destination
4. Wearing gloves to refuel or add air/water to vehicles is essential
  - Where gloves are unavailable sanitising hands is expected prior to driving away from fuelling station then washing for 20 seconds upon arrival at destination.
5. Accidents/breakdowns
  - Users on essential journeys must first ensure they do not require urgent medical attention
  - If uninjured they will exit the vehicle and remain socially distanced from other parties and call emergency services as required and then follow regular SWT procedure
6. Parking
  - **Public car parks** – risks of Covid-19 being present on both hard surfaces and in droplets of passing users.
  - **Social distancing** – Must be adhered to.
  - **Handwashing** – As stipulated
  - **The Cut** - Car park spaces – Only for Trust vehicles
    - Signage – To reduce congestion with deliveries, staff, volunteers & customers signage will outline 'Parking for Shropshire Wildlife Trust pool vehicles only' and displayed on each parking bay.
    - Parking will be limited on the parking apron with signage stating "Pick up and drop off for Shropshire Wildlife Trust only. Limited to 10 minutes" – until this is in place please do not park there
7. Vehicles
  - Limits to numbers of passengers: cars just one (back/diagonally) vans/Ranger just one; minibuses 3.
  - Advisory note: All windows to be opened if environmental conditions allow. Individuals may wear face masks if preferred.

# Other RAs

Volunteers	Working@home
Limited to 4 volunteers/up to 2 staff (i.e. 6 max.)	Similar to what's been seen already
Wash hands for 20 seconds	Wash hands for 20 seconds
Work gloves essential (own preferably or designated)	If you become symptomatic ill or whilst working@home
Tools allocated & disinfected start / throughout and end of day	Covid-19 survives up to 72 hours on hard surfaces including post & packaging delivered at home.
Smaller work areas cordoned off from public/interaction at 2m	If meeting at host locations, follow their RA and default to ours if not in place
Signage erected showing: -SWT logo -Activity description -Duration of activity -Lead and their contact detail for the day.	Consider that others in the home environment may be using your work space & equipment.



# C-19 Operation Procedures

- Provide line managers and staff additional guidance should it be needed
- Part of SWT's duty of care to employees
- Staff also have a duty to take care of their own health and safety and that of others who may be affected by your actions at work
- Please, don't default to, "Let's ask Craig!" (from 50 staff, X No. of Branches and local groups ;-)

# COPs

## C-19 Operating Procedures

2.1 COPPRA approvals procedure

2.2 Risk Assessments

2.3 Improved hygiene

2.4 Social Distancing Procedure

2.5 Self-Isolating Procedure

2.6 Wellness at work

2.7 C-19 outbreaks/local  
lockdowns/quarantine

2.8 Branches and Local Groups

2.9 Working with external groups

2.10 Working with youth groups

COPPRAs:

**T:Drive/1.Governance/Covid-19/Welcome Back Pack**

**[www.shropshirewildlifetrust.org.uk/welcome-back-pack](http://www.shropshirewildlifetrust.org.uk/welcome-back-pack)**

# Wordsearch

5 minutes to find 20 words linked to the Covid-19 crisis

Coronavirus  
Covid  
Cough  
Handwashing  
Hygiene  
Sneeze  
Stay safe  
Risk Assess  
Chris Whitty  
Transmission  
Droplets  
Risk  
Assess  
Sanitiser  
PPE  
Soap  
Two  
Metres  
Seconds  
Twenty

C	H	R	I	S	W	H	I	T	T	Y	H
O	H	Z	S	N	B	S	P	P	R	R	G
R	T	A	A	E	K	T	C	E	A	I	U
O	W	V	N	S	W	A	O	N	N	S	O
N	E	S	I	D	T	Y	V	E	S	K	C
A	N	T	T	M	W	S	I	I	M	W	S
V	T	E	I	E	O	A	D	G	I	D	N
I	Y	L	S	T	Y	F	S	Y	S	R	E
R	P	P	E	R	T	E	A	H	S	O	E
U	A	O	R	E	M	I	N	G	I	G	Z
S	O	R	A	S	S	E	S	S	O	N	E
R	S	D	N	O	C	E	S	X	N	L	G

# Good physical & mental health

- Of course there is the Wellness at work COP!
  - So won't be going into huge detail
- Ensure regular breaks e.g. 5 or 10 minutes every hour
  - Set a timer!
  - Organise virtual tea breaks
    - Zoom.us (40 minutes free); MS Teams ([www.microsoft.com/EN-GB/microsoft-365/microsoft-teams/group-chat-software/](http://www.microsoft.com/EN-GB/microsoft-365/microsoft-teams/group-chat-software/))
- Working @home etiquette:
  - Check calendars before calling (interrupting?) colleagues, or
  - Set up a 15 minute call
  - Ensure your calendar is up to date
  - Avoid (where you can) sending emails/texts outside of normal working hours
  - Recipients – don't feel inclined to respond. (Some staff have to work evenings due to child care)
- Display Screen Equipment from the Health & Safety Executive (HSE)
  - <https://www.hse.gov.uk/pubns/ck1.pdf>
- Links to MIND and others
  - See COP Wellness at work

## And finally...

- Is there anything else you need?
- Concerns here or after we finish?
- Questions?

Reminder COPPRAs available:

- **T:Drive/1 Governance/Covid-19/Welcome Back Pack**
- **[www.shropshirewildlifetrust.org.uk/welcome-back-pack](http://www.shropshirewildlifetrust.org.uk/welcome-back-pack)**