

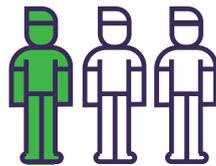
3 September 2020

Reopening settings and staying safe

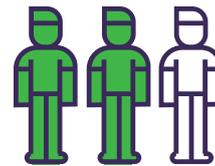
To all settings in the city, this document provides information on how to:



Open safely



Take action if **someone**
in your setting
is showing Covid-19
symptoms



Take action if **more**
than one person is
showing symptoms

Following the steps described below will help your setting stay open safely for your employees and your business. This updated version takes into account learning from recent outbreaks of Covid-19 in settings. Settings need to be particularly alert to:

- How employees travel to and from work avoiding car sharing outside their household
- Staggering start, finish and break times
- Avoiding 'bunching' at communal areas like kitchens, clocking in stations and lockers
- Cleaning touchpoints like door handles very regularly e.g. every hour
- The importance of notifying Public Health England if there are two or more cases in the space of 14 days

If you would like any support on understanding and implementing this information, please contact the Council's Public Health Team by emailing publichealth@wolverhampton.gov.uk

High risk settings

We also want to hear from you if you are a high risk setting so that we can offer you further information and support.

A high risk setting is one where:

- It is difficult to maintain social distancing OR
- Settings which have been contacted by Environmental Health or Public Health and informed that they are high risk OR
- Employees are required to work within cold or refrigerated sections OR
- The building is where more than one household live, where they have shared facilities or lifts OR
- Groups of people are coming together for worship OR
- Groups of clinically or socially vulnerable people are present*

* These people may have **medical** vulnerabilities which make them susceptible to COVID-19 (please see government guidance on conditions which make people [clinically vulnerable](#) and the list of conditions which make people [extremely vulnerable](#)) or they may be members of **disadvantaged groups** which find it harder to access care and things they need to stay well like food, healthcare or shelter (for example migrant families, homeless people or other disadvantaged groups).



If you think you are in a high risk setting, please contact the Council's Public Health team by emailing publichealth@wolverhampton.gov.uk

[Advice on shielding extremely vulnerable persons](#)

www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19

[Social distancing - clinically vulnerable people](#)

www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people



Opening safely

1.1 National guidance

First check if you are legally allowed to open. If you are a business, check if your setting is legally allowed to trade. Please visit the 'What premises should be closed' section on www.tradewithconfidence.org.uk/covid19-guidance.html

If you are responsible for a setting, you have a legal obligation to protect your employees and others visiting your premises from risks to their health and safety. You must ensure that you follow the government's 5 steps to working safely:



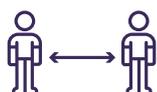
Carry out a workplace COVID risk assessment



Develop cleaning and handwashing procedures



Help people to work from home



Maintain 2m social distancing, where possible



Where people cannot be 2m apart, manage transmission risk. This includes understanding [how and when to wear a face covering](#)

Please take a look at the national guidance that is specific to your setting on opening safely. www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

Understanding how and when to wear face coverings

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

1.2 Individual risk assessment

Additionally, you may wish to carry out a risk assessment for your employees.

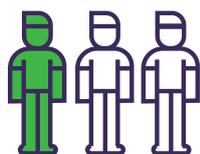
NOTE: This is different from the workplace risk assessment mentioned in 1.1 above. You are not obliged to do so, but you may find it helpful. We have developed a risk assessment tool for Council employees but it can be used more widely. The tool can be found here, along with guidance on how to use it.

www.wolverhampton.gov.uk/covid-risk-assessment

1.3 Registering as an employer of key workers

If your setting employs people considered to be [key workers](#), register yourself to be able to access priority testing. You can do this here:

www.gov.uk/guidance/coronavirus-covid-19-getting-tested

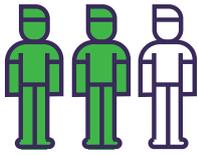


Someone in your setting is a possible case

If someone develops a new continuous cough/high temperature/loss or change of smell or taste:

1. **Send them home immediately** – they must self-isolate for 10 days. Their household members should also self-isolate for 14 days as per the national guidance.
2. The individual should request a test through the national portal. Visit: www.gov.uk/guidance/coronavirus-covid-19-getting-tested or **call 119**. If an individual is having difficulties booking a test or would like assistance, they can call the City of Wolverhampton Book a Test Team on 01902 290244 between 9am - 4pm Monday to Friday. Further information on booking a test is available at www.wolverhampton.gov.uk/coronavirus-advice-and-information/stay-safe-be-kind/coronavirus-testing
3. If the individual tests positive for Covid-19, they should continue to self-isolate for the remainder of their 10 days. They should only return to the setting if they have self-isolated for 10 days and they are feeling well and have been fever free for 48 hours.
4. If the individual tests negative for Covid-19, they should discuss with their line manager about returning to work. As a general guide, anyone returning to work should be feeling well and fever free for 48 hours.
5. If the individual tests positive, the National Test & Trace Programme will ask the individual for any contacts and start contact tracing.
6. Any contact identified will be asked to self-isolate for 14 days. They should also get tested if they develop symptoms during this period.
7. The setting should review its cleaning regime in line with its risk assessment and national guidance which can be found at www.hse.gov.uk/coronavirus/cleaning/index.htm.

Particular attention should be paid to cleaning touch points like door handles.

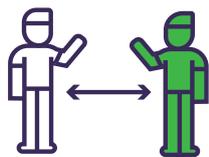


Two or more people in your setting are possible or confirmed cases

In your setting, within a two week period, if two or more individuals are possible or confirmed cases of Covid-19, **please inform Public Health England on 0344 225 3560, option 0, option 2.** Public Health England will advise on any further actions needed.

If you are a nursery, school, care home, nursing home or residential home setting you can also notify Public Health England through the [online reporting portal](#).

Please also notify the Council's Public Health team by emailing healthprotection@wolverhampton.gov.uk



Contacts of positive cases

If someone in your setting is self-isolating because they are a contact of someone who has tested positive for covid-19, no further action is required by your setting.

[Public Health England online reporting portal](https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I#)
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