**Appendix A**

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| **Social Distancing Checklist** |
| **Ward/Area:** | **Name:** | **Date:** |
| 1. **Homeworking - All staff that can work from home should do so as long as the home environment is safe**
 |
|  | Y | N | **N/A** | **Comments** |
| All [clinically extremely vulnerable staff](https://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) have been identified/assessed and appropriate mitigation has been implemented based on the individual’s vulnerabilities and the working environment |  |  |  | Staff in these categories should homework where appropriate. Where it is not possible to homework, staff may be able to attend the workplace or combine homeworking and attendance, as documented in an individual risk assessment reflecting the individual’s clinical vulnerability |
| All [clinically vulnerable staff](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing) have been identified/assessed and appropriate mitigation has been implemented based on the individual’s vulnerabilities and the working environment |  |  |  |
| All staff that can work from home have been identified and advised to homework |  |  |  |  |
| All homeworkers have been provided with “[A Guide To Homeworking](http://uhbhome/Downloads/pdf/SouthallsHomeworkingGuide.pdf)” Acompleted a Display Screen Equipment Procedure |  |  |  |  |
| All homeworkers have completed a [Homeworking Checklist](http://uhbhome/Microsites/Policies_Procedures/assets/HomeworkingChecklist.pdf) and can safely work from home |  |  |  |  |
| All homeworkers that use Display Screen Equipment (DSE) have completed a [DSE Assessment For Individuals Working From Home](http://uhbhome/Downloads/word/RiskAssessmentDseHomeworking.docx) |  |  |  |  |
| Are there any other actions you have implemented in relation to homeworking? |  |  |  |  |
| Are there any other actions you intend to take in relation to homeworking? |  |  |  |  |
| 1. **General Safety At Work – Good hygiene and ventilation are important control measures and relatively easy to implement**
 |
|  | Y | N | **N/A**  | **Comments** |
| [Hand Cleaning Techniques](http://uhbhome/hand-hygiene.htm) posters are prominently displayed at sinks and staff have been advised to increase the frequency of handwashingtaff have been advised to increase the Appropriate levels of handwashing products are available I am up-to-date with mandatory training and competent to perform all of the homeworking duties assigned to me |  |  |  |  |
| Appropriate stocks of soap and hand sanitisers have been identified and stocks are checked daily |  |  |  |  |
| Appropriate stocks of approved disinfectant wipes have been identified for surfaces including door handles/plates and stocks are checked daily |  |  |  |  |
| Appropriate stocks of approved disinfectant wipes have been identified for all shared equipment such as phones, kettles, cabinets etc. and stocks are checked daily |  |  |  |  |
| Staff have been provided with personal equipment such as pens, phones, walkie-talkies etc. so they are not required to share |  |  |  |  |
| Staff have been encouraged to bring in their own food to avoid using canteens and/or concessions |  |  |  |  |
| Staff have been encouraged to bring in their own cutlery and cups/mugs to avoid sharing |  |  |  |  |
| Windows are opened, subject to the weather, to improve ventilation |  |  |  |  |
| Doors (not fire doors) are propped open to reduce touching handles/plates |  |  |  |  |
| Are there any other actions you have implemented in relation to hygiene/ventilation? |  |  |  |  |
| Are there any other actions you intend to take in relation to hygiene/ventilation? |  |  |  |  |
| 1. **Entrances, Exits, Common Areas And Moving Around The Workplace**
 |
|  | Y | N | **N/A** | **Comments** |
| Staff start and finish times have been staggered to reduce congestion at entrances, exits, changing rooms etc. |  |  |  |  |
| Staff have been provided with lockers to store personal belongings in  |  |  |  |  |
| Hands-free controls are available at entry and exit points |  |  |  |  |
| Security devices, such as intercoms, are available at entry points to reduce access to the ward/area |  |  |  |  |
| Separate entry and exit points are available in the ward/area |  |  |  |  |
| Handwashing and/or hand sanitising points are available at entry and exit points |  |  |  |  |
| A one-way system has been introduced in the ward/area |  |  |  |  |
| A keep left system has been introduced on the ward/area |  |  |  |  |
| Staff break times have been staggered to reduce congestion in staff rooms and/or break out areas |  |  |  |  |
| Staff are encouraged to use safe outside spaces during break times rather than staff rooms  |  |  |  |  |
| All non-essential movement between wards/areas has been stopped or reduced to an absolute minimum |  |  |  |  |
| Collections/Deliveries have been reduced to the minimum effective levels e.g. one collection per day |  |  |  |  |
| Collection/Delivery points are socially distanced from occupied workstations  |  |  |  |  |
| Staff have been encouraged to use the stairs rather than lifts, where appropriate |  |  |  |  |
| Are there any other actions you have implemented in relation to moving around the ward/area? |  |  |  |  |
| Are there any other actions you intend to take in relation to moving around the ward/area? |  |  |  |  |
| 1. **Workstations**
 |
|  | Y | N | **N/A** | **Comments** |
| Room occupancy levels have been reviewed to ensure social distancing can be maintained at all times |  |  |  |  |
| Staff have been re-located to unused wards/areas which have been made available by homeworking |  |  |  |  |
| Workstations throughout the ward/area comply with social distancing guidelines  |  |  |  |  |
| Workstations which do not comply with social distancing guidelines have been realigned so staff do not face each other |  |  |  |  |
| Workstations are separated by a physical barrier such as privacy boards/screens, where appropriate |  |  |  |  |
| Hot-desking has been suspended and staff have been allocated individual workstations |  |  |  |  |
| Traffic routes between workstations have been identified |  |  |  |  |
| Social distancing points at reception desks and workstations have been identified  |  |  |  |  |
| Are there any other actions you have implemented in relation to workstations? |  |  |  |  |
| Are there any other actions you intend to take in relation to workstations? |  |  |  |  |
| 1. **Meetings**
 |
|  | Y | N | **N/A** | **Comments** |
| Face-to-face meetings have been replaced with remote conferencing where appropriate  |  |  |  |  |
| Room occupancy for all meeting rooms in the ward/area has been reviewed and surplus chairs removed  |  |  |  |  |
| Social distancing points have been implemented for face-to-face meetings such as handovers, huddles etc.  |  |  |  |  |
| Attendance at ward rounds, if applicable, has been reduced to essential staff only |  |  |  |  |
| Hand sanitisers are available at all face to face meetings |  |  |  |  |
| Are there any other actions you have implemented in relation to meetings? |  |  |  |  |
| Are there any other actions you intend to take in relation to meetings? |  |  |  |  |

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| 1. **Other – if there are any other social distancing measures you have considered or implemented, please document them here**
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| **Social Distancing Action Plan** ***Please include any issues highlighted in this checklist and any planned actions*** |
| **Recommendation** | **Action Required** | **Owner** | **Action Taken**  | **Assurance** |
| *E.G.* *Ensure occupancy level in communal rooms comply with social distancing guidelines* | *E.G.* *All communal rooms to be reviewed* | *E.G.**Ward Manager* | *E.G.**Occupancy level for meeting room set at six persons. Notice placed on door. Excess chairs moved to storeroom* | *E.G.**1. Email to staff**2. Notice on door* |
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