

COVID-19 Working Safely Protocol Sample Checklist

Topic	Yes/No	Action Required
Pre-arrival		
Have you undertaken a risk assessment and recorded this?		
Have you recorded and communicated revised procedures, and maintained these either physically or online?		
Have you communicated to customers and advised them to stay home if they are feeling symptomatic and follow HSE guidelines on self-isolation?		
Salon/Barbershop Point of Entry		
Have you displayed any relevant COVID-19 screening question at the entrance?		
Have you displayed your hygiene protocol at the building entrance?		
Have you established hand sanitation Zones at the entry and exit?		
Reception/Retail Area		
Have you placed a physical barrier screen at reception if applicable?		
Have you developed a policy asking clients, relevant COVID-19 screening questions?		
Have you developed a policy that ensures that a contact log can be maintained?		
Have you placed metre marking and any relevant signage to remind clients of physical distancing?		
Have you developed a policy around managing any retail areas?		
Have you established a cleaning and sanitation policy for all high touch area's and surfaces?		
Sanitisation Zones		
Have you established hand sanitation Zones throughout? • all entry/exit points • high traffic areas		
Have you developed a protocol to ensure clients preform hand hygiene?		
Gowns and Towels		
If required, have you revised your laundry policy?		
Have you a protocol for the use and disposable of single use gowns/towels?		
Consultation and Service delivery		
Have you risk assessed and adjusted your standard operational procedures (SOP's) to account for any new measures required to carry out the service that are reasonable and practicable.		
Shared Reading Material		
Have you removed all shared reading material?		
Implements and Equipment		
Have you a policy in place to ensure all implements and equipment are cleaned and sanitised before and after each use.		
Restrooms		
Have you established a protocol for cleaning and sanitise high touch surfaces regularly?		
Have you ensured there is always soap or hand sanitiser available?		

Close Contact Services

Ventilation and Air Conditioning

Ventilation and Air Conditioning is vital to allow as much ventilation into your building as possible. It is recommended to increase the ventilation levels through use of air conditioning or by opening doors and windows to renew the air more regularly in the place of work. **Fresh air is generally considered as the most effective form of ventilation.** The Scientific Advisory Group for Emergencies (SAGE) have recommended that multi-occupant spaces that are regularly used are prioritised for improving ventilation.

Ventilation and COVID-19

What do we know?

It is now more widely recognised that good ventilation reduces the concentration of the virus in the air, reducing the risks from airborne transmission particularly in enclosed areas. It therefore forms an important component of an employer's Covid-19 risk assessment to mitigate risk by ensuring adequate ventilation.

What does the law say?

The Workplace (Health, Safety and Welfare) Regulations (Northern Ireland) 1993 law requires employers, including those self-employed, to ensure an adequate supply of fresh air in the workplace and this has not changed during the pandemic.

Good ventilation, together with social distancing, keeping your workplace clean and frequent handwashing, can help reduce the risk of spreading coronavirus.

Further advice and guidance is available at <https://www.hseni.gov.uk/articles/ventilation-and-covid-19>

What does the close contact services guidance recommend?

Ventilation can be used as a control measure to reduce the risk of transmission of COVID-19.

Tiny airborne particles can travel further than droplets and in poorly ventilated spaces this can lead to viral particles spreading between people. Good ventilation can reduce this risk.

Good ventilation can be different for areas depending on how many people are in there, how the space is being used, and the particular layout of the area. Therefore, you will need to consider the particular ventilation requirements in the area you are considering.

How do we ventilate our buildings?

We ventilate our buildings by bringing fresh air from outside and removing indoor air which may contain pollutants including virus particles.

- Air Conditioning units must be cleaned regularly and well maintained to be effective.

- Do NOT use air conditioning that recirculates air into the same or another room.
- For salons without air conditioning adequate ventilation is encouraged, for example, by opening windows where feasible etc.

What type of ventilation might be found in my building?

Many buildings have a mixture of natural and mechanical ventilation in various spaces.

- Simple natural steps, such as partially opening windows, vents and doors, can be taken to ensure ventilation is maintained.
- Intermittent airing or partial opening of windows and external doors for short periods can be effective in controlling air quality, for example 10 minutes every hour can be effective at reducing the risk from virus in the air.
- Mechanical ventilation through an air handling system (HVAC) is more effective in increasing the air supply and exhaust ventilation, supplying as much fresh air as possible into the space providing it is working correctly. For detailed information visit - <https://www.nibusinessinfo.co.uk/content/heating-ventilation-and-air-conditioning-systems>

“Increase ventilation as much as possible, increasing the flow of outside air and preventing any pockets of stagnant air. Recirculation of air within buildings should be avoided to reduce the risk of transmission” (CIBSE, 2020)

What additional measures could be considered to improve ventilation?

- Ensure sufficient ventilation and circulation within your operation.
- Servicing of existing ventilation systems including regular filter changes.
- Air handling units do not remove the virus, it circulates it. The key is additional air and ventilation systems should provide 100% fresh air and not recirculate air from one space to another

Steps that would usually be needed:

- Operating the ventilation system 24 hours a day
- Increasing the existing ventilation rate by running fans on full speed
- Increasing frequency of filter changes
- Keeping doors and windows open, if possible

What measures can mobile and home based personal care providers take to ensure adequate ventilation?

- Opening the windows would be the simplest method.

- Keeping trickle vents open (usually found at the top of window frames) and ensuring vents are not blocked.
- Regular airing of a room for short periods, for example, 10 minutes per hour can be effective at reducing concentrations of virus in the air.
- Leaving extract fans on in bathrooms and kitchens with the door closed.

Close contact providers who operate on a mobile basis, including working in other peoples' homes may wish to consider asking clients to pre-prepare the premises and consider how the optimum manner in which to work safely for both themselves and their clients.

Whilst we recognise the importance of ventilation, it is also important to remember that other measures including social distancing, hand hygiene, cleaning, wearing face coverings or relevant PPE and limiting social interactions are also important and must be maintained. We recommend you refer to your trade organisation guidance for sector specific advice.

This summary should be read in conjunction with Keeping Workers and Clients safe during COVID-19 in close contact services which can be accessed at:

Coronavirus: Safety guidance for close contact services

<https://www.nibusinessinfo.co.uk/content/coronavirus-safety-guidance-close-contact-services>

Further advice and guidance is available at <https://www.nibusinessinfo.co.uk/>, <https://www.hseni.gov.uk/> and your trade body website.