CISWO

THE COAL MINING CHARITY

Lifting of COVID restrictions 19 July 2021 - Guidance for welfares and social clubs

Following the latest government announcement we know and share the welcome news that all COVID restrictions have now been lifted and your facilities are able to fully re-open. The government has confirmed that:

- All capacity limits at sporting, entertainment, or business events will be lifted.

- Hospitality venues such as pubs, restaurants and bars will no longer be required to provide table service or follow other social distancing rules.

Current government guidance states **you do not have to close your premises if you have had a positive case**, however there may be circumstances where this could be necessary (e.g. multiple staff having to self-isolate) and we are sure you will want to do everything possible to keep your business and premises open. Therefore it is important to continue to manage the risks associated with COVID to achieve this.

This guidance is intended to reinforce key government messages, provide some tips on keeping your staff, customers, volunteers and all other venue users safe and provide guidance on your responsibilities if you have positive cases on your premises. As the guidance being issued by government is constantly changing, useful links have been provided to the relevant websites. We encourage you to visit these regularly to keep up to date.

Benefits of good risk management

Having a safe environment for staff and customers is essential at all times, but now more than ever it is crucial to remind ourselves of this and how it can contribute positively to the business.

Please remember - Trustees and Directors are ultimately responsible for safety and have a legal duty of care to those you employ and any persons who visit your venues/facilities.

Here are a few things to consider:

Staff	Take steps to reduce the impact of staff members testing positive for COVID:
	- If one or more members of staff have to self-isolate or are off work due to illness this could impact on your ability to open up for periods of time, resulting in lost income that cannot be recovered.

		• Close contact with a customer/member etc. could result in them also needing to self-isolate which may not reflect well on your organisation.
	Staff welfare: • Employees who feel safe and supported in the workplace will be happier and engaged. • Communicating regularly and providing plenty of opportunity to discuss and feedback concerns will help embed a good safety culture. • Happy, fit and healthy employees are more likely to remain in work.	
Customers	A safe environment is a welcome one: • Some customers will feel more confident to visit your premises if they know you are taking steps to keep them safe.	
	Communication is key: • Customers/visitors who feel informed and clear on what is expected of them will hopefully be more satisfied and more likely to want to visit your premises. • Don't be afraid to reinforce that **everyone** has a responsibility to protect each other from the impact of COVID.	

What measures can you put/keep in place?

As we are all aware, COVID cases continue to rise and we are receiving regular reports from welfares and social clubs about positive cases on their premises.

Whilst legally all restrictions have been lifted remember you are able to **set** and impose **your own rules** for the use of your facilities.

Top tips for keeping everyone safe

1. Provide good ventilation in all rooms, including the toilets

2. Encourage social distancing.

3. Keep one way systems in place to address areas that can become congested.

4. Require masks to be worn when moving around indoors.

5. Continue to offer hand sanitisation stations and encourage regular handwashing.

6. Use a track trace form or QR codes when people are checking in.

7. Maintain regular cleaning of your premises and your hand washing facilities.

8. Remind staff, volunteers and customers of your rules. Use posters about COVID and your safety requirements for using the building and provide information on social media and your website.

9. Talk to your staff about the changes you are planning for working safely.

10. If you provide food, use disposable vessels to help reduce contact points.

11. Retain table service to limit the needs for self-service.

12. Use contactless payments and ordering where possible.

13. Clean menus and card machines between each use.

14. You can also encourage your staff to take rapid lateral flow tests twice a week to identify positive cases early.

Key Government Messages

The government has made it clear that **the responsibility** for maintaining a safe environment and duty of care **sits firmly with the business** and the principles set out in the working safely guidance should be followed.

The Government has identified six priority actions for ALL businesses:

1. Complete a health and safety risk assessment that includes the risk from COVID.

2. Provide adequate ventilation.

3. Clean more often.

4. Turn away people with COVID symptoms.

5. Enable people to check in at your venue to support NHS Test and Trace.

6. Communicate and train and keep employees, customers and volunteers up to date on how you're using and updating safety measures.

Sector specific guidance has been produced by the government which we recommend you read:-

- Guide for **hospitality** can be found at https://www.gov.uk/guidance/working-safely-during-covid-19/restaurants-pubs-bars-nightclubs-and-takeaway-services

- If you also provide **entertainment** or are planning **other events** you should also refer to the events and attractions guide which can be found at https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions

- For **sporting venues** further guidance can be found at https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers

NHS COVID Pass

The Government also encourages organisations in higher risk settings to use the NHS COVID Pass as a condition of entry, in order to reduce the risk of COVID. This will especially be the case in large crowded settings where people are likely to be in close proximity to others outside their household. To support organisations and individuals in these settings, the NHS COVID Pass will be made available through the NHS App, NHS.UK, or as a letter that can be requested by ringing NHS 119. Visitors will also be able to show text or email confirmation of test results.

You are able to ask visitors for proof of COVID-status, as long as you have a clear reason for doing so. See link below for full details:

https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/coronavirus-recovery-data-protection-advice-for-organisations/vaccination-and-covid-status-checks/

What to do if someone tests positive

Employees and Volunteers (including Trustees and Directors)

If any of the above people test positive you must:

- Call the Self-Isolation Service Hub on 020 3743 6715 asap. – you will need to provide the 8 digit NHS Test and Trace Account ID of the person who tested positive and the names of co-workers identified as close contacts.

- Ensure your employees self – isolate where necessary if they have had a positive test or been in ***close contact**** with someone who has tested positive **and** they have received notification to self-isolate from NHS Test and Trace.

  See https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/ for details of the current self-isolation rules.

Customers

If you are aware that one of your customers has tested positive or if a customer is symptomatic you should:

- Identify if any of your employees or volunteers have had **close contact*** with the customer – if close contact is established but your employee does not have any symptoms, they should take a rapid flow test. If this is positive they should then self-isolate and obtain a PCR test.

- Identify surfaces that the customer has come in to contact with, thoroughly cleanse and disinfect these areas, including potentially contaminated areas such as toilets, door handles and grab rails.

- Public areas that the person has passed through, but spent minimal time should be cleaned thoroughly.

You will be given guidance at the point you are contacted by NHS Test and Trace so that you can continue to operate safely. Detailed advice on managing your venue via Test and Trace is at https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace

***Close contact** is defined as:

- Lives in the same house as someone with symptoms or a positive test;

- Have face to face contact within 1 metre for **any** length of time;

- Been within 1 metre for one minute or longer without face to face contact

- Been within 2 metres for more than 15 mins;

- Travelled in the same vehicle.

- **Interaction through a Perspex screen is not considered close contact as long as there has been no other contact as noted above.**

Coronavirus Job Retention Scheme / "Furlough":

Through the lifting of restrictions it is anticipated that businesses should start to return to "normal" levels of operation with more staff returning to work from furlough. Businesses are still able to receive support from this Scheme for any staff that remain on furlough either in full or for some of their hours. The Scheme will continue until 30 September 2021, though support from July to September is at a reduced level (see below), impacting any claims you now make and the costs you have to bear.

Government contribution rates for hours not worked:

- July – 70% up to a maximum of £2,187.50 per month

- August – 60% up to a maximum of £1,875.00 per month

- September – 60% up to a maximum of £1,875.00 per month

Remember that your employees must receive a minimum of 80% of their wages, hence as employer you have to contribute 10% in July and 20% in August and September.

Full details about the CJRS are available here - https://www.gov.uk/government/collections/coronavirus-job-retention-scheme

Further help and guidance

Please contact your usual CISWO contact for any help and advice:

North England: The Old Rectory, Rectory Drive, Whiston, Rotherham, S60 4JG. 01709 728 115 NorthEngland@ciswo.org.uk	**South England:** Welfare Offices, Berry Hill Lane, Mansfield, Nottinghamshire, NG18 4JR. 01623 625 767 SouthEngland@ciswo.org.uk
Scotland: 42 Coalburn Road, Coalburn, Lanarkshire, ML11 0LH 01506 635 550 Scotland@ciswo.org.uk	**Wales:** Woodland Terrace, Maesycoed, Pontypridd, Mid Glamorgan, CF37 1DZ 01443 485 233 Wales@ciswo.org.uk

Links for further guidance and information:

COVID restrictions – what you can and can't do	https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do
How to get an NHS COVID Pass	https://www.nhs.uk/conditions/coronavirus-covid-19/covid-pass/
Guidance for the charity sector	https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-the-charity-sector
Public Health Guidance	www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance www.nhs.uk/conditions/coronavirus-covid-19/
Industry Guidance	www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
Legionella advice	www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm
Working Safely guidance	www.hse.gov.uk/coronavirus/working-safely https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
Employee risk assessment	www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm
Employment matters	https://www.acas.org.uk/coronavirus
Ordering free lateral flow tests	https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests
Guidance on the ventilation of indoor spaces	https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus