

## Covid-19 Top Tips for keeping ourselves and others safe

As Government lockdown restrictions continue to be eased and the vaccination programme is rolled out, we remain vulnerable to the consequences of this virus. It is vital that we all continue to be vigilant in adhering to preventative measures.

The following advice will help keep ourselves and others safe.

Always follow the Government guidance on: [Hands](#), [Face](#), [Space](#), and [Fresh Air](#).



### Hands

- Use hand sanitiser where available when entering a building. If sanitiser is not available ensure you wash your hands prior to starting work.
- Wash hands regularly throughout the day [using a good technique](#).
- Use hand sanitiser where available, or wash your hands, before you leave work for home.

### Face

- Wear a face covering if using public transport when travelling to, from and for work.
- Wear a face covering when entering any LCC building; you may remove it only when seated where you can maintain social distancing.
- Dispose of face coverings responsibly; either with general waste at work or home or in clinical waste receptacles where provided in your workplace e.g. in care settings.
- Use a tissue to catch coughs and sneezes and put this in the bin as soon as you can.

### Space

- Continue to work from home if you can and follow home worker guidance.
- Meetings and interviews should continue to be held remotely as set out in [Manager's guidance](#) (non-schools only).
- The Safe Working Group in consultation with Corporate Management Team will determine when return to work plans are to be implemented.

- Continue to remain at a 2 metre social distance where possible taking extra care in enclosed spaces.
- When working in one of our buildings you must follow COVID-19 site rules.
- Always clean your desk area and auxiliary ICT equipment e.g. keyboard etc., with a disinfectant wipe before you switch your computer on at the start of the day and again when you finish work for the day.

### **Fresh Air**

- All premises need to be well ventilated to prevent the spread of infection.
- Please ensure you dress appropriately for the weather and the fact that temperatures in the workplace may be cooler than you expect, they may also fluctuate during the course of the day so consider the need to layer clothing to accommodate changes.

**Testing** if you are a member of staff who has been identified as requiring regular lateral flow testing; please comply with the guidance provided by your service.

**Vaccinations** are now being widely offered to Lancashire residents; please book your vaccination when invited to do so that you are protected.

Remain at home if you are unwell with COVID-19 symptoms and arrange to be tested.

You can keep up to date with the latest COVID-19 Guidance available on the [Intranet](#) and [Schools Portal](#).

Raise any concerns about your own safety or that of others with your manager; and where appropriate refer to the COVID-19 Risk Assessment.

**Remember we are all in this together – let's work together to help keep everyone safe.**