



**British Trust for Ornithology
COVID-19 Risk Assessment
The Nunnery**

COVID-19 Guidance Table of Contents

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1. The emergence of COVID-19

COVID-19 (or Coronavirus) is an infectious disease caused by a newly discovered coronavirus. It was declared a global pandemic by the World Health Organisation on 10th March 2020.

COVID-19 is different to other coronaviruses in that the spectrum of disease is broad, with around 80% of cases leading to a mild infection. It is becoming more apparent that there may also be many people carrying the disease and displaying no symptoms, making it even harder to control.

So far, around 15% of COVID-19 cases have been classed as severe (needing oxygen) and 5% have been classed as critical (needing ventilation). The current crude mortality ratio (reported deaths divided by reported cases) is 3-4% though the infection mortality ratio (reported deaths divided by number of infections) will be lower.

Scientists are still working to discover more information about the new virus including routes of transmission, how best to treat infected people, how long immunity lasts and working on finding a vaccine. Whilst this work is under way it is extra important to follow all the latest advice and the measures contained in this risk assessment to keep yourself and others safe and healthy.

2. Symptoms of COVID-19¹

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalisation.

Most common symptoms:

- fever
- dry cough
- tiredness

Less common symptoms:

- aches and pains
- sore throat
- congestion or runny nose
- diarrhoea
- nausea or vomiting
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes

Serious symptoms:

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

Seek immediate medical attention if you have serious symptoms. Do not visit your doctor, pharmacy or other health facility. People with mild symptoms who are otherwise healthy should manage their symptoms at home. If someone has COVID-19 symptoms, the whole household (and any bubble member) should self-isolate and not leave the house.

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

¹ https://www.who.int/health-topics/coronavirus#tab=tab_3
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

3. How COVID-19 is spread

Scientists are still working to discover the full extent of the routes of transmission for COVID-19. Scientists are currently trying to establish and agree on the extent of whether the virus is airborne and the implications of that for transmission. At the moment they can say the virus is spread via respiratory droplets when an infected person coughs, sneezes or talks. These droplets can either directly infect another person by landing in the mouth or nose of a person nearby, or by landing on surfaces which another person then touches before infecting themselves by touching their face, eyes, nose or mouth. Some researchers have found viral genetic material in the faeces of infected people. A few studies have found live viral samples in faecal matter. Research is continuing to determine whether faeces could be a route for transmission of the virus.

4. How long does the virus survive?

COVID-19 can survive on surfaces, and depending on the material the surface is made from, this can be from just a few hours to 5 days. This is why it is important to regularly disinfect surfaces and common touchpoints (door handles, light switches etc). For a more detailed breakdown on how long the virus can survive depending on where it is found, please see the information page on WebMD found here: <https://www.webmd.com/lung/how-long-covid-19-lives-on-surfaces>.

5. Treatment for COVID-19

At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments and vaccines. Results of these clinical trials should start to become available between now and March 2021. In May 2020, one drug, Remdesivir, was approved for limited use under the early access to medicines scheme. Patients who are hospitalised and showing the greatest likelihood of benefit may be able to receive the drug if they meet the eligibility criteria. In June 2020 a scientific trial discovered the steroid dexamethasone helped prevent death in some critically ill patients. This was immediately adopted in the NHS.

6. How to avoid catching and spreading COVID-19

The most important thing you can do to protect yourself and others from the spread of COVID-19 is maintaining excellent hygiene. Practice frequent effective hand washing (or use a hand sanitiser if gel if washing facilities are not available) throughout the day. Use soap in line with the effective hand washing posters on display by the sinks.

Catch any coughs and sneezes in the crook of your elbow or a tissue which should be placed in a bin with a lid on it followed by washing your hands.

Do not touch your face, mouth, eyes or nose unless you have just cleaned your hands.

7. Advice for people at high risk

COVID-19 can make anyone seriously ill. But for some people, the risk is higher depending on whether they have certain medical conditions. There are 2 levels of higher risk:

- high risk (clinically extremely vulnerable)
- moderate risk (clinically vulnerable)

If you are high risk (clinically extremely vulnerable) you will have received a letter from the NHS would have been advised to shield yourself in your home until 31st July. You are now allowed to form a support bubble with one other household or meet with up to 6 people outside following strict social distancing and hygiene measures. You can go outside for exercise. The advice is still to stay home as much as possible. You may go to work if working from home is not possible and the workplace is covid-secure, but you should continue to work from home wherever possible.

If you are moderate risk (clinically vulnerable) you may have a condition or other risk factor (e.g. being over 70, pregnant, very obese etc.) and you should stay at home as much as possible, though you are allowed out for exercise, shopping etc. You should work from home if at all possible and should strictly follow all the social distancing advice. You will not have received a letter from the NHS.

For further information on the risk categories and associated advice, please see the NHS and the Gov.uk websites.

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

<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>

<https://www.gov.scot/publications/covid-shielding/>

<https://gov.wales/shielding-extremely-vulnerable-people>

<https://www.nidirect.gov.uk/articles/guidance-shielding-extremely-vulnerable-people>

8. Stay at home advice

The BTO, in line with Government advice, have requested that most employees work from home until at least January 2021 unless there is a valid reason why they cannot perform their duties from home. By asking everyone who can to stay away from the office to do so, we are protecting those who cannot work from home by reducing their exposure to others and allowing us to isolate people within their offices.

From 2nd September, line managers have the discretion to bring team members back in for operational reasons and to safeguard mental health and wellbeing. This will be done using rotas to minimise the number of staff in together and allow us to maintain 2m social distancing.

Outside of work, you should be responsible and follow the Government's advice and rules on social distancing. Please be aware that the guidance differs across the countries of the UK and you should follow the advice of the country in which you are living:

<https://www.gov.uk/coronavirus>

<https://www.gov.scot/coronavirus-covid-19/>

<https://gov.wales/coronavirus>

<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

9. What to do if someone develops COVID-19 symptoms in the workplace

If anyone becomes unwell with COVID-19 symptoms in the workplace they should be sent immediately home and advised to follow the stay at home self-isolation guidance along with all the other members of their household. If they have to use public transport to return home, they should try to keep away from other people and catch coughs and sneezes in a tissue and use a face covering.

If they need clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with COVID-19 symptoms, they do not need to go home unless they themselves develop symptoms. They should wash their hands thoroughly for a minimum of 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection and the area the unwell person has been in, along with any communal touchpoints they have been in contact with, should be cleaned with a suitable disinfectant.

It is not necessary to close the business or workplace or send any staff home, unless government policy changes. Keep monitoring the Government response pages for the latest details.

10. Coming into the office

If you do need to physically come into the office and have permission to do so, you must follow the Working in the Office rules which have been designed to keep everyone as safe as possible and to allow us to adhere to the covid secure workplace guidelines.

It is important to note that whilst the Government have relaxed many lockdown measures in regards to people's personal freedoms and their leisure time, the measures have not been relaxed in the workplace regulations. For example, it is important to still observe strict 2m social distancing measures and avoid face-to-face meetings in order to comply with being a covid secure workplace. We are keeping the guidelines under regular review so that when measures can be relaxed in a safe way, we can do so.

11. Stay at home if you have COVID-19 symptoms

Stay home, or go immediately home, if you are feeling unwell with COVID-19 type symptoms, or if anyone else in the household (or your support bubble) has any symptoms, no matter how mild. Use the online 111 coronavirus service (<https://111.nhs.uk/covid-19/>) and self-isolate along with any other members of your household. You should be offered a test and you must isolate unless a negative test result has been obtained.

The stay at home self-isolation guidance can be found on the gov.uk website (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>)

12. Foreign and Commonwealth Office (FCO) Travel advice

The FCO currently advise against all but essential travel to anywhere in the world unless the country falls under the new travel corridor exemption list (<https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel>). No international travel is currently permitted for work purposes.

If you are due to travel internationally for personal reasons, please contact the Health & Safety officer before you go via email to inform us of your plans. The FCO essential international travel guidance can be found here:

<https://www.gov.uk/guidance/coronavirus-covid-19-essential-international-travel-guidance>.

The UK Border Agency has implemented a quarantine system if you are a returning traveller from specified countries. This guidance is continually changing so you will need to check the latest advice before you travel, even if your destination has been on the list of quarantine exemptions. For full UK Border Agency rules see here:

<https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel>).

You will not be allowed to visit the BTO offices for any reason for 14 days following international travel. Therefore you must make sure you have everything in place to facilitate home working before you make your trip, or otherwise organise annual leave.

NHS Resources:

<https://www.gov.uk/uk-border-control>

England - <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Scotland – NHS Inform: coronavirus <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

Wales – NHS Direct Wales: coronavirus

[https://www.nhsdirect.wales.nhs.uk/coronavirus\(2019ncov\)](https://www.nhsdirect.wales.nhs.uk/coronavirus(2019ncov))

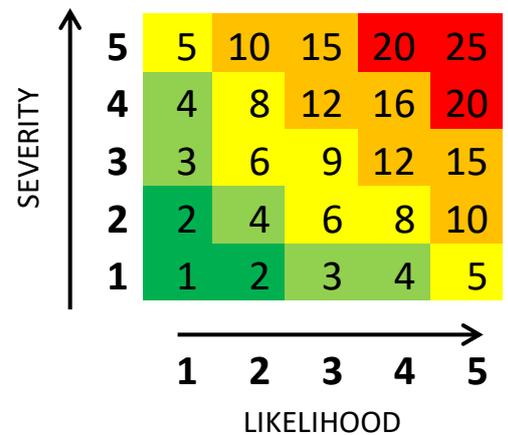
Northern Ireland – <http://online.hscni.net/>

Likelihood, severity and risk rating

Risk is a combination of the likelihood that a hazard will cause harm with the foreseeable severity of the injury, should harm occur

$$\text{RISK} = \text{LIKELIHOOD} \times \text{SEVERITY}$$

Likelihood	Severity/Consequence
1 = Extremely unlikely	1 = Very minor injury
2 = Unlikely	2 = First-aid injury
3 = Possible	3 = Lost time injury
4 = Likely	4 = Hospital treatment
5 = Very Probable	5 = Disabling injury or death



Red = High risk

Yellow/Amber = Intermediate risks

Green = Low risk

Precautions must be put in place to lower the risk.

Consider additional precautions that would help to lower the risk.

Risk acceptable - monitor existing precautions.

13. British Trust for Ornithology COVID-19 Risk Assessment

Hazard: Risk of contracting and spreading COVID-19	Risk Level before controls: High Likelihood: 4 x Severity: 5 = 20	Risk to: All staff and visitors and the people that live with them
Assessment made by: H&S Officer	Date: 19/05/2020 Reviewed: 01/09/2020	Assessment number: BTO47

Control measures:

<p>Exposure to COVID-19 from others due to: Living with someone with a confirmed or suspected case of COVID-19.</p> <p>Having come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>If you or a member of your household (or support bubble) has symptoms suggestive of COVID-19, no matter how mild the symptoms, do not come into the office. Stay home and self-isolate for 14 days (10 days if you are the first person to have symptoms or live alone).</p> <p>You must stay home if you have a fever, even if the standard quarantine period has passed. Do not return to the office until your temperature is back to normal.</p> <p>Use the online 111 coronavirus service (https://111.nhs.uk/covid-19/)</p> <p>Inform your line manager immediately and follow the BTO sickness procedures.</p> <p>Call 111 for advice if your symptoms worsen or persist for more than 7 days.</p> <p>You must also stay home and self-isolate if you are told to do so by the NHS track and trace system.</p>	
<p>Suspected COVID-19 symptoms start whilst at work</p>	<p>Go immediately home, if you are feeling unwell with COVID-19 type symptoms. Avoid using public transport if possible. If you must use public transport, stay away from others and catch coughs and sneezes in a tissue/the crook of your elbow.</p> <p>Use the online 111 coronavirus service (https://111.nhs.uk/covid-19/) and self-isolate for 10 days, or until your temperature has returned to normal (even if this is longer than 7 days).</p> <p>Inform your line manager immediately and follow the BTO sickness procedures.</p> <p>Call 111 for advice if your symptoms worsen or persist for more than 7 days.</p>	<p>Get tested so we can deal with test and trace if it is a positive result.</p>

Social Distancing	Keep a minimum 2m distance from anyone else in the building at all times.	
	Follow all signage, floor markings and verbal/written guidance which has been given with regards to moving around the building including navigating through communal spaces and the ingress and egress from individual offices.	
	You should minimise the amount you are circulating around the building. Try to limit yourself to your office as much as possible. Make use of telephones and messaging/video conferencing technology to communicate with colleagues in other offices. By keeping to your office as much as possible, you will be protecting yourself and others by limiting contact with communal touchpoints in the building, and avoiding inadvertent spread of the virus by asymptomatic individuals.	
	Follow all guidance on individual office occupation. Offices have been measured to ensure a minimum of 2m can be kept between occupants of the office and to allow those in to enter and exit the office in a safe manner whilst maintaining the required 2m distance from colleagues. A rota may be required to allow for different versions of the office occupancy plans to be put into play.	
	If more than one occupant is in an individual office at any given time, the windows should be opened where possible to increase the ventilation in the space.	
	Do not have face to face meetings with people. Meetings should be done remotely using telephone or video conferencing technology.	If a face-to-face meeting is deemed necessary, hold the meeting outside following 2m distancing and outside meeting spaces guidance.
	All staff to use one way system where possible in offices, corridors and stairwells.	Some areas have been made give way for first phase of return.
	Review work schedules, including start and finish times, working from home etc. to reduce the number of workers in the building at any one time.	Line managers to arrange staggered start/end times.

<p>Good Hygiene - <i>good hygiene is one of the main things you can do to protect yourself from contracting and spreading COVID-19.</i></p>	<p>Wash your hands on arrival at the office. Use soap and wash hands in line with the effective hand washing posters on display by the sinks.</p>	<p>Hand sanitiser points are also in place around the building.</p>
	<p>Practice frequent effective hand washing (or use a hand sanitiser if gel if washing facilities are not available) throughout the day. Use soap in line with the effective hand washing posters on display by the sinks. Any hand sanitiser should have a minimum alcohol content of 60% and a good technique should still be used (see www.hey.nhs.uk/patient-leaflet/hand-hygiene-information).</p> <p>After washing hands, used surfaces and fittings should be wiped down with paper towels.</p>	<p>BTO has acquired 80% alcohol hand sanitiser.</p>
	<p>Wash hands following the effective washing guidelines before and after consuming any food.</p>	
	<p>Do not touch the face, mouth, eyes or nose unless your hands have just been cleaned.</p>	
	<p>Catch coughs and sneezes. Use a tissue or the crook of your elbow. Dispose of tissues in a bin with a lid.</p>	
	<p>Protect the skin by applying emollient cream regularly: https://www.nhs.uk/conditions/emollients/.</p>	
	<p>Remind staff on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p>	
	<p>To protect yourself in your home, wash hands using the effective hand washing guidelines on arrival back home.</p>	
	<p>If you need to sign anything (deliveries/maintenance paperwork etc.) use your own pen and do not use touchpads. If a touchpad is being used, asked the party who owns the pad to sign on your behalf.</p>	
	<p>Rigorous checks should be carried out by line managers to ensure that the necessary procedures are being followed.</p>	

Sharing of Desks/Equipment	<p>The sharing of desks and equipment, including stationery items should be avoided where at all possible. There should be no hot desking situations. If a piece of equipment must be shared, users should thoroughly wash hands using the effective hand washing techniques before using the equipment. It should be thoroughly cleaned with appropriate cleaning materials by the user after each use. Cleaning materials should be disposed of in an appropriate rubbish bin and hands should be thoroughly washed again after cleaning.</p>	
Cleaning of spaces and equipment	<p>BTO Cleaning staff will undertake daily cleaning of communal touchpoints along with their general duties at the end of each working day. Frequently clean and disinfect objects/surfaces that are touched regularly particularly in areas of high use such as door handles, handrails, light switches, taps, toilet flush handles, toilet door locks, reception area etc. using appropriate cleaning products and methods.</p> <p>Individuals should ensure a clear desk at the end of the day to assist with effective cleaning of spaces.</p> <p>Telephone, keyboard and screen cleaning wipes are available from the H&S Officers to enable you to ensure cleanliness of these items.</p> <p>If a suspected case of COVID-19 has been in the workplace, a thorough deep clean of the office area should be undertaken before others use the area.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Regularly empty bins holding paper towels.</p>	<p>Extra cleaning staff from 1st September 2020</p> <p>Deep cleans have been discussed with cleaning contractor.</p>
Shortage of cleaning products/sanitiser/paper products	<p>Maintain contact with cleaning contractor and suppliers to identify supply chain issues</p> <ul style="list-style-type: none"> • Maintain stock levels • Identify alternative suppliers • Monitor stock levels as this may dictate closure decisions • Share issues with SLT 	
Access/Egress to the site	<p>Stagger start times and end times to avoid congestion in the corridors.</p>	

Doors and Windows	<p>Where possible, all internal doors should be propped open to avoid unnecessary contact with communal touchpoints. At the end of the day, all doors should be closed for fire purposes.</p> <p>Windows should be open to allow fresh air to circulate around the office spaces. At the end of the day, all windows should be closed and locked for security purposes.</p> <p>For security reasons, the key pad doors cannot be propped open. Wash or sanitise hands after using key pads. Key pads will be cleaned and sanitised regularly throughout the day.</p>	
Risk of infection to members of staff in high risk groups.	<p>Staff members who fall under the extremely clinically vulnerable groups should work from home and not come into the building.</p> <p>Inform staff members within high risk groups (or those with high risk family members at home) of both confirmed and possible cases of COVID-19 in the workplace.</p> <p>Send high risk staff home to work if suspected cases have been in the office.</p> <p>Consider partial or full temporary closure of the building.</p>	<p>Closures are not legally required. Closure of an area may be considered until deep cleaning can be carried out.</p>
Kitchens and Food	<p>Bring all food and drink in from home to minimise the use of kitchens. Bring a refillable drinking water bottle from home and a thermos type flask for hot drinks where possible. Use of the water boilers has been agreed for hot drinks where needed.</p> <p>There should be no communal sharing of food with colleagues.</p> <p>Wash hands before and after eating.</p> <p>Do not use the coffee area</p> <p>Additional drinking water above that brought from home will be provided in the kitchens should staff run out.</p> <p>Ensure soap and paper towels are available in the kitchens to facilitate hand washing.</p> <p>NHS Effective hand washing guidelines posters will be displayed by every sink.</p> <p>After using the sink, used surfaces and fittings should be wiped down with paper towels and suitable cleaning materials.</p> <p>Suitable and sufficient rubbish bins will be provided in the kitchens with regular emptying of contents.</p> <p>Only one person will be permitted to be in the kitchens at any given time.</p> <p>Taps and touchpoints in the kitchens should have additional cleaning.</p>	<p>Wash hands, wipe down boiler handle after use and wash hands again.</p>

Library	Wash hands before you go up to the library and take your own pen with you.	
	Use the shared library catalogue to look up the class number and location of the items you need.	This will also state is a resource is on loan to save wasted trips.
	Go straight to the location and item you need and sign out in the appropriate sheet on the library bench with your own pen.	There are two sheets, one for books and one for journals.
	Hand sanitising gel and wipes are available on the library bench.	
	The desks at the end are not to be used as hot desks.	
	Any returning resources should be placed in quarantine for 72 hours before being released for use by others.	Leave items in the returned items on the work bench.
	The library computer should only be used by the librarian (or designated person if the librarian is not in the building) rather than freely accessed by all.	The librarian will update records and return items when she is in.
Toilets	Only one person to be in the toilets at any given time regardless of the number of cubicles.	
	NHS Effective hand washing guidelines posters will be displayed by every sink.	
	Extra supplies of soap, hand sanitiser and paper towels will be needed.	
	Suitable and sufficient rubbish bins for paper towels will be provided in the toilets with regular emptying of contents.	Bins with lids have been installed in all toilets
	Close lid before flushing to reduce aerosols in circulation.	Signage installed
	Touchpoints, particularly door handles, locks and the toilet flush and light switches should have additional cleaning.	Lights will be left switched on
	After washing hands, used surfaces and fittings should be wiped down with paper towels.	

Showers	Showers should be kept out of use where possible.	
	Ensure regular flushing of the pipelines to avoid legionella risk.	H&S Officer is doing this.
	If showers must be used, only one person is to be admitted to the shower block at any given time. Cubicles should be allocated to an individual. Leave the door open to ventilate the space. A break of at least half an hour should be left before another allocated person can use the other cubicle Ensure thorough cleaning of all facilities is carried out throughout the day and at the end of each day. Provide a suitable and sufficient rubbish bin in the shower block with regular emptying.	
Manual Handling – two person lift	Always consider if the task can be performed with one person using a mechanical aid. Ensure the individual(s) are fit for work prior to commencing the lifting task. Break down the load where possible so that one person can comfortably carry it. Assess your route before starting so you can maintain 2m social distance whilst moving the load Where dual lifts cannot be avoided, lift facing away from each other, or side by side rather than face to face where possible and use a face covering.	
Taking / accepting deliveries - contact with materials and persons (driver)	Where possible, do not allow third parties into the building for the delivery/collection of deliveries. Maintain 2m social distancing at all times when accepting materials. Materials for collection are to be placed outside of the building where possible to reduce exposure to drivers If you need to sign any paperwork, use your own pen and do not use touchpads. If a touchpad is being used, asked the party who owns the pad to sign on your behalf.	
	If moving a lot of items from a delivery, use an extra layer of long-sleeved clothing which can be removed at the end of the task and bagged up for washing. If possible, place all incoming materials under a 72 hour quarantine before distributing them around the building.	

First Aid	First aid box contents to be monitored to ensure adequate supplies remain. Local on-call first aiders to be used during minimal occupation periods. Emergency plans on site and communicated so all staff understand what action to take in the event of a suspected or confirmed case of COVID 19	During phased return a first aider will be on site.
	Email H&S Officers to report any accidents, near misses and hazards on top of regular paper-based procedures.	
Fire	During periods of minimal occupation, sign in using the flipcharts and mark yourself as 'office' on the shared movements sheet in the Google drive.	
	During periods of minimal occupation, in the event of a fire alarm activation, the flip chart sheets are to be taken out to enable the fire roll call to be taken.	
UK Travel	You should not share vehicles or taxis, where suitable distancing cannot be achieved. Non-essential travel should be avoided. Any travel which must be undertaken should be separately risk assessed. Any travel must be in accordance with any UK Government restrictions and guidance. BTO Vehicles should only be used if they are designated to a single person rather than used as pool vehicles. Vehicles must be thoroughly disinfected before another person can use it. If using a private car, use pay at the pump option when refuelling to cut down exposure to others. Make sure hands are washed, or use a hand sanitiser gel, before re-entering your vehicle.	
International Travel	International travel for business purposes is not permitted at this time. If you are returning from any leisure travel, you must self-isolate from the office for 14 days on your return to the UK. You must not come into the office during this time for any reason.	

Mental wellbeing	<p>The Head of People and Organisational Development post holder is the BTO mental health first aider.</p> <p>The people team are regularly promoting mental health and wellbeing awareness to all staff during the pandemic.</p> <p>Staff have been made aware of the Employee Assistance Programme (EAP) and other external support resources.</p> <p>Line managers regularly communicate with their teams and individual staff members.</p> <p>The staff newsletter is being employed to promote togetherness and wellbeing</p>	
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Before returning to a BTO office in person, please ensure you have filled out the COVID-19 risk assessment sign off form and email it to the H&S Officer