

## Action card guidance

- This action card should be used in conjunction with current Welsh Government guidelines.
- Its purpose is to highlight those actions that are key to controlling Covid 19 infection in the close contact business setting.
- Seek advice and support from your local authority enforcement officers and be aware and respectful of the fact that their role is to ensure that your industry can function safely.

## How do I keep COVID-19 out of my workplace?

In line with the 'working safely' guidance, the key actions for you to take to be as Covid secure as possible are outlined below:

1. Staff and visitors who are symptomatic, have tested positive (awaiting a test result) or are close or household contacts of positive cases must not come to your business setting. They must be following the self-isolation guidance. This should be rigorously monitored.
2. Any member of staff that is self-isolating as a contact of a case and has received a negative test result will still be required to complete the 10 days isolation period. Those who receive a negative result MUST NOT return to work early.
3. For staff who come into your business premises, maintain rigorous staff rotas so that you can always identify close contacts of any staff member. Their number of possible contacts should be kept to a minimum.
4. Keep an up to date database of the contact numbers/e-mail addresses of all staff (permanent and casual) including contractors and regular visitors.
5. Maintain 2m social distancing, put up signs to remind staff workers and visitors of social distancing guidance, use tape to mark 2m distance between work spaces and ensure the salon/shop is adequately ventilated.
6. It is a legal requirement that all staff providing a close contact service must wear a Type II face mask and a clear face visor at all times.  
This is PPE and therefore medical exemptions cannot apply.
7. Where 2m distancing cannot be maintained between clients or staff and clients screens or barriers can be used to separate people from each other.
8. Clients must wear a face covering for the entire duration that they are on your business premises, unless they have a reasonable excuse not to wear a face covering if (for example, they are not able to put on or to wear a face covering because of a physical or mental illness, or because of a disability or impairment).
9. In staff communal areas (stairwells, break rooms, toilets, smoking shelters, locker rooms etc) ensure that the 2m rule can be maintained at all times. It may be necessary to stagger shifts and break time to support the implementation of this.
10. If the 2m rule cannot be guaranteed in these spaces face coverings should be worn at all times indoors.
11. Maximise ventilation and enhance airflow by opening windows and propping open internal doors (but not fire doors) where possible.
12. Frequent cleaning and disinfection of hand contact surfaces including shared equipment is an important control measure. This should include cleaning after each client, end of shift cleaning and disinfection of screens, barriers and other exposed surfaces. These practices should be strictly implemented with particular attention paid to correct dilution rates, contact times and suitability of chemicals used.
13. All staff should wash their hands regularly throughout the day, this can be supplemented by applying hand sanitiser. Employers should facilitate this by providing an adequate supply of hand sanitiser, liquid soap and disposable hand towels. Hand sanitisers should also be provided for clients.
14. Actively encourage employees and contractors to report positive tests to you directly.

## What action should I take when an employee or visitor tests positive for Covid-19?

1. You'll learn of a confirmed case at your workplace in a number of ways: from staff, a contractor, your medical centre, environmental health service or from Public Health Wales.
2. When you are informed of a positive case you will need to identify any members of staff who had close contact with the positive individual in the 48 hours before onset of symptoms. This information is a requirement of the TTP process and will be requested.
3. If you become aware that a member of staff or customer have tested positive it is important for you to make proactive contact with your local environmental health team or local TTP Team.
4. Once these contacts have been identified they will need to be informed of the risk and advised and supported to self-isolate for 10 days.
5. Employers should not require any member of staff that has been required to self-isolate as a contact or a case to submit a negative test before returning to work. They can return to work after their 10 day isolation period is complete.
6. It is important that this information is collected and acted upon prior to first contact with TTP.

## How can I minimize the spread of infection in my workplace?

Should you have 2 or more cases from your workforce (including contractors and visitors) testing positive for Covid 19 in a 14 day period you will need to consider if there are inherent risks within the workplace, you may wish to:

1. Review your Coronavirus risk assessment including working practices, number of staff working on the premises, cleaning and disinfection practices, adherence to the 2m rule and wearing of face masks and visors where recommended.
  - You may want to revisit your treatment/service practices to ensure that you are wearing the appropriate grade PPE for each of your treatments/services.
  - You may want to consider whether it is necessary to require all staff within the premises and not just those who are providing the treatments/services to wear both a Type II mask and face visor.
2. Staff and union engagement and communicating the revised plan are a critical part of this and provide the opportunity to reinforce good practice and ensure that signs and symptoms of Covid 19 are understood and acted on appropriately i.e. self-isolating and testing.
3. Any cluster in the workplace will prompt action from the local authority. They will be able to support and advise you on further actions required to mitigate ongoing risks. One of the actions they may wish you to take is to support whole testing of staff to identify asymptomatic individuals.

## Setting context

- Includes hairdressers, barbers, tattoo artists, body piercers, beauty therapists, nail technicians, aesthetics and well-being therapists.
- Undertaking a Coronavirus risk assessment is a pre-requisite to this guidance and the workforce/unions should be consulted. The assessment should be regularly reviewed in particular when the Alert Level is changed in the area where that business setting operates.
- The 'hierarchy of controls' principles should always be adopted in managing Covid 19 in your business setting.

### Links to key guidance:

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf> <https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>