

RISK ASSESSMENT GUIDANCE FOR A SAFE RETURN TO WORK/SCHOOL DURING THE CORONAVIRUS PANDEMIC

Children, Young People, Education and Skills

The following risk assessment is designed as a guide only in the types of issues to consider when undertaking a risk assessment for potential exposure to Covid-19 in the workplace. As a manager you should complete the risk assessment together with your employees as it is important to ensure all the relevant facts and issues are covered.

As part of your risk assessment development you will need to review your workplace/school and consider the following:

- Can staff maintain a 2m physical distance between each other?
- How will you manage meetings, interviews and other interactions?
- What about communal areas such as toilets, carparks, playgrounds, reception areas, canteens or kitchen areas?
- How can you support teams so that they can work together while maintaining social distancing? Consider resource, in terms of numbers, and staggering working hours so that not all staff are in at the same time

During the current pandemic please ensure that the control measures are appropriate to the situation. You should not place staff/students at undue risk but do make sure that the control measures are practical, suitable and sufficient.

RESPONSIBILITIES

All Employees must:

- Follow all control measures identified in risk assessments to promote safe working during the pandemic
- Report any accidents, incidents or near misses that may occur
- Report any hazards or potential hazards they might have in respect of Covid-19 to their manager

All Managers must:

- Ensure that risk assessments for managing Covid-19 are carried out in collaboration with staff and reviewed regularly throughout the period of lockdown and safe exit.
- Implement any controls, procedures or safe systems of work identified in risk assessments
- Monitor employees to ensure they are conforming to all controls, procedures and safe systems of work.
- Record all comments and concerns from employees and Unions on any aspect of the risk assessment

Departmental health and safety representatives and advisers should:

- Support managers to ensure risk assessments are completed and control measures implemented

[H&S representatives and advisers](#)

Other areas to consider:

1. Communication and Advice - Managers are strongly advised to follow information given out by the central comms team and on gov.je regarding coronavirus to make sure they do not propagate mixed messages

2. Supporting Staff – As a manager you are encouraged to be mindful about ways in which you can support staff who may be working in a variety of roles, which may be different to their usual day to day tasks and activities. If staff are required to work in isolation, then please make arrangements for regular contact to be made with them. Similarly, if they are in an unfamiliar role do check regularly on their safety and wellbeing

3. Health and Safety – When carrying out this risk assessment, think about all aspects of contact with others and maintaining good hygiene practices at all times. You should not ask individuals to place themselves at risk either from the virus or through changes in their work activities which may pose other physical risks to them e.g. shared equipment or work spaces.

4. Other health conditions – For individuals who may have a medical condition or disability that is not classified as an underlying medical condition for Covid-19, managers should complete an individual care plan to ensure suitable provisions are in place if they return to the work place e.g. adequate first aiders (subject to the risk assessment below)

[Care plan link](#)

 Government of JERSEY Children, Young People, Education and Skills	RISK ASSESSMENT FOR VICTORIA COLLEGE		
	REVIEW DATE: 4 November 2020 Weekly or when changes occur in work activity	RESPONSIBLE MANAGER: A D WATKINS	DATE OF ASSESSMENT:
	NAME OF ASSESSOR: DAVE ROWORTH	DEPARTMENT AND LOCATION: CYPES (VICTORIA COLLEGE)	

Degree of Risk	
Likelihood (L)	
5	Certain – Hazard occurs frequently. It is a constant threat, or is custom practice ie, daily, montly, weekly
4	Likely – Hazard will probably occur but it is not a persistent issue. There are no issues of custom and practice, but we know from experience that the hazard does present itself from time to time
3	Possible – Hazard may occur occasionally, ie. one or twice a year
2	Unlikely – Hazard occurs infrequently but remains a possibility
1	Rare – Hazard is not expected to occur

Severity (S)	
5	Catastrophic - incident leading to irreversible health effects or death
4	Major - incident leading to long term incapacity/ disability
3	Moderate - incident leading to injury. Requiring 4-14 days off work
2	Minor - incident leading to minor injury. Requiring < 4 days off work
1	Negligible - incident leading to no/ minimal injury. Requiring 0 days off work

Persons at Risk
Staff
Pupils
Parents
Contractors
Members of the Public
Other Persons

Risk Rating Matrix						
		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Select appropriate controls from those suggested in italics which are relevant to the work activity being carried out and move them to the current control column when they have been implemented. Other activities and more suitable control measure may need to be added.

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
All staff (teaching and non-teaching) and pupils working in school during the Covid-19 pandemic	Exposure to Covid-19 (respiratory illness) from other staff, pupils, visitors, contractors, parents, the environment and equipment.	Staff, pupils, visitors, contractors, parents and other members of public	<ul style="list-style-type: none"> • <i>All staff and children are encouraged to wash their hands with soap and water for 20 seconds frequently, not to touch their faces and use a tissue to cough or sneeze and dispose of it accordingly.</i> • <i>Classrooms and workplace office areas are well ventilated.</i> • <i>All classrooms and teaching spaces are now in use.</i> • <i>Physical distancing is practiced (2m between adults and 1m between adults and pupils).</i> • <i>Covid-19 Information posters are displayed throughout the site</i> • <i>Good respiratory hygiene is practiced, covering mouth and nose with a tissue when coughing/sneezing (catch it,</i> 	2	2	4	<ul style="list-style-type: none"> • <i>Washing facilities are available to pupils and staff in designated toilet areas. Science laboratories contain wash basins to promote good hygiene.</i> • <i>Windows and doors will be opened during active teaching periods, and when appropriate, throughout the day.</i> • <i>Posters have been placed in corridors and classroom areas as well as entrance to buildings and around the site.</i> • <i>Hand sanitisers are also located in prominent positions around the school site for use by pupils and staff. Schedules are in</i>

<p>Working during the Covid-19 pandemic (cont.)</p>			<p><i>kill it and bin it). Hand sanitizers, wipes and other hygiene products are available in each classroom, in the staff Common Room, staff Quiet Room, kitchen and Great Hall.</i></p> <ul style="list-style-type: none"> • <i>Cleaning schedules are reviewed, deep cleaning and sanitising schedules are in place. G4S to deep clean daily and toilets to be cleaned at hourly intervals.</i> • <i>All guidance published on Gov.je is followed. This includes the Cleaning Strategy dated June 2020, the Covid-19 Workplace Safety Plan and the Safe Exit Advice for Schools.</i> • <i>Arrangements in place for any member of staff or pupil who falls ill at work with Covid-19 related symptoms and all staff are familiar with these arrangements.</i> • <i>Any teacher or pupil displaying Covid-19</i> 			<p><i>place to refill sanitisers and replace hygiene products. Staff and pupils are encouraged to wash their hands when they have had a bout of coughing or sneezing.</i></p> <ul style="list-style-type: none"> • <i>Checklists placed in toilet areas and classrooms to identify date, time of cleaning and items to be cleaned. This includes paying attention to touch sites such as door handles, light switches and bannisters that are cleaned twice daily.</i> • <i>The Cleaning Strategy checklist is adhered to and toilet areas have posters promoting good hygiene practices.</i> • <i>Staff or pupils displaying Covid-19 symptoms attend the Isolation Bay next to the Sixth Form Centre; any staff supporting a sick colleague or pupil must wear PPE.</i> • <i>Identification of any staff or pupils who have come into direct</i>
---	--	--	--	--	--	--

			<p><i>symptoms will self-isolate at home and not attend the workplace.</i></p> <ul style="list-style-type: none"> <i>Parents, children, carers or any visitors not to enter the school if they are displaying any symptoms of coronavirus (signage displayed).</i> 				<p><i>contact with those displaying symptoms will need to self-isolate at home and guided by the Environmental Health Contact Tracing Team.</i></p> <ul style="list-style-type: none"> <i>Parents reminded not to send their child to school if they are displaying any symptoms of Covid-19 and to advise the school immediately via the main switchboard 638200.</i>
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Physical distancing practised in and around the school site and in the classroom	Ensuring all staff, pupils, visitors, contractors, parents and other members of the public always practice physical distancing	Staff, pupils, visitors, contractors, parents and other members of public	<ul style="list-style-type: none"> <i>CYPES physical distancing guidelines implemented and adhered to following Government of Jersey advice provided on www.gov.je/coronavirus and <u>employee support pack</u> <u>Employee support pack</u></i> <i>Traditional larger gatherings (assemblies etc) now delivered via MS Teams into tutor bases</i> 	1	2	2	<ul style="list-style-type: none"> <i>Code of Conduct signed and completed by parents and pupils before a pupil is permitted in school. If the Code of Conduct is deliberately flouted, the school reserves the right to send the individual home.</i>

			<ul style="list-style-type: none"> • <i>Boys will move around the school and maintain appropriate distancing to reduce cross-contamination (e.g. toileting / first aid requirements / playground use / seating arrangements....)</i> • <i>To support year group bubbles, House Rooms have been re-designated as Year Rooms.</i> • <i>The demarcation of large indoor and outdoor spaces to help the separation of pupils during break and lunch, the start and end of the school day.</i> • <i>4 marquees erected in strategic positions for Years 7 – 11 to provide extra seating and space which is also sheltered and well-ventilated.</i> • <i>Marking and signage will be used and a one-way flow will be introduced at entry and exit points and in the main building.</i> 			<ul style="list-style-type: none"> • <i>Boys will be encouraged to maintain some distancing.</i> • <i>This will ensure boys can still socialise, while accommodating potential track and trace requirements.</i> • <i>Areas including the playground outside Le Brocq, the De Carteret playground, the Quad, College Field and College Lawn are large enough to cope with groups of pupils whilst maintaining physical distancing requirements for staff and students.</i> • <i>These are supervised when in use and cleaned daily.</i> • <i>Entry into the school will be mainly through the side gate off the Langford carpark (where parents can drop off students at the beginning of the school day) and through the Lower Gate.</i>
--	--	--	---	--	--	--

			<ul style="list-style-type: none"> • <i>Safety and informational signage displayed in corridors, social areas, classrooms, toilet areas and around the school site.</i> • <i>Limited numbers of staff in kitchens, toilets and reprographic areas. Signage is in place.</i> • <i>Physical distancing signage in place to ensure policy is being followed.</i> 				<ul style="list-style-type: none"> • <i>Access to staff Quiet Room to follow physical distancing guidance and staff to be encouraged to wipe down horizontal surfaces and computers before and after use.</i> • <i>Senior staff to act as rovers during the day and especially prominent at the start and end of the day, during break and lunchtime.</i>
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Staff who are over 65 working during the Covid-19 pandemic	Exposure to Covid-19 (respiratory illness) from staff, pupils, visitors, contractors, parents, other	Staff who are over 65	<ul style="list-style-type: none"> • <i>Whenever possible staff over 65 will work from home.</i> • <i>Essential staff over 65 who have no underlying health conditions have an individual risk assessment in place.</i> 	2	2	4	

	members of the public, the environment and equipment						
Vulnerable staff working during Covid-19 Follow link for definition Vulnerable people	Exposure to Covid-19 (respiratory illness) from staff, pupils, visitors, contractors, parents, other members of the public, the environment and equipment	Vulnerable staff	<ul style="list-style-type: none"> • <i>Staff who have a medical condition that makes them vulnerable from Covid-19 will work from home.</i> • <i>Essential workers who have a medical condition that makes them vulnerable to Covid-19 can continue to work if they have been told they are able to do so by their GP.</i> 				<i>Risk Assessment in place for staff who are vulnerable which is reviewed regularly.</i>
Severely vulnerable Follow link for definition Severely vulnerable people	Exposure (respiratory illness) from staff, pupils, visitors, contractors, parents, other members of the public, the environment and equipment	Severely vulnerable staff	<ul style="list-style-type: none"> • <i>Severely vulnerable staff who have a condition that makes them vulnerable to severe illness from Covid-19 will work from home.</i> 				

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
<p>Cleaning (contract and in-house schedules)</p> <p>All the key protection and hygiene measures will continue to apply to minimise the spread of infection.</p>	<p>Poor cleaning, hygiene and infection control standards</p>	<p>Staff, pupils, visitors, contractors, parents and other members of the public</p>	<ul style="list-style-type: none"> • <i>CYPES cleaning strategy developed and implemented throughout the school site.</i> • <i>Appropriate cleaning and disinfection regimes are in place to cover, eg, touchdown areas, handles, doors, switches and all horizontal surfaces.</i> • <i>Ensure pedal bins are emptied daily or as required throughout the day.</i> • <i>Regular reminders to staff and pupils about regular and effective handwashing and provision of hand sanitiser in classrooms and throughout the site especially at the start and the end of each lesson.</i> • <i>Pupils and staff are not to share teaching and learning</i> 	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> • <i>Checklists to include date and time of cleaning in classrooms, toilet areas and throughout the school site.</i> • <i>As previous, deep cleaning to take place daily and toilet areas to be cleaned hourly.</i> • <i>To be carried out by cleaning contractor or members of the Site Team.</i> • <i>The Site Team will check hand sanitisers and disinfectant wipes on a regular basis and re-fill where necessary.</i> • <i>Pupils will be encouraged to bring their own equipment and</i>

			<p><i>materials and resources to avoid cross-contamination.</i></p> <ul style="list-style-type: none"> • <i>Cleaning standards are reviewed daily by the Site Manager.</i> • <i>COSHH safety data sheets and risk assessments completed.</i> 				<p><i>resources but teachers will need to have a supply of pens, pencils, paper etc which can be given out but not collected back in.</i></p>
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
The number of staff available to work in school is significantly reduced because of Covid-19 restrictions.	Safeguarding of staff and pupils in school. Insufficient staff to maintain CYPES teacher:pupil ratios.	Staff and pupils	<ul style="list-style-type: none"> • <i>Site specific Business Continuity Plan (BCP) updated to take account of the consequences of loss of staff.</i> • <i>There is adequate first aid cover in line with the department's policy and school's risk assessment.</i> • <i>Provide appropriate teacher/pupil ratio levels and adequate staff supervision.</i> 	2	2	4	<ul style="list-style-type: none"> • <i>First Aid cover will be provided by members of both teaching and non-teaching staff. Pupils go to the Sick Bay at the School Office. The Administration Staff are first aid trained.</i> • <i>Supervision is in place before school, after school, at break and lunch times.</i>

			<ul style="list-style-type: none"> • <i>Support and advice provided by CYPES team.</i> • <i>School to provide mental health and wellbeing support and advice for students and staff affected by the Covid-19 situation.</i> 				<ul style="list-style-type: none"> • <i>Regular Headteacher updates are provided by SO'R and NJ (CYPES) and we respond with appropriate strategies according to the guidance offered.</i> • <i>Support offered to students by staff ringing home, SEN team in regular contact with vulnerable pupils and families. School Counsellor available to both staff and pupils. Senior Leadership Team in regular contact with vulnerable staff. Staff given regular updates of Government of Jersey and CYPES information to support mental health & wellbeing. Liaison with key outside agencies for pupils who are most at risk. Further Safeguarding information and contacts available via school website.</i>
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments

<p>Teaching and non-teaching staff, pupils, appointments and meetings</p>	<p>A member of staff/pupil/visitor who displays Covid-19 symptoms while on the school site.</p>	<p>Staff, pupils, visitors, contractors, parents and other members of the public</p>	<ul style="list-style-type: none"> • <i>Staff/pupil/other patient placement to follow Gov.je procedures. Isolated in the Isolation Bay next to the Sixth Form Centre. Staff to wear PPE in line with the Government guidance (gloves, apron and mask) before entering this designated room and remain in PPE until they leave.</i> • <i>Anyone who develops symptoms of cough, fever or shortness of breath and/or impairment of taste/smell should self-isolate and contact their GP.</i> • <i>Isolation procedures followed, gather and use workplace contact tracing information, clean down procedures, contacting Coronavirus helpline 01534 445566.</i> • <i>Refer to the Government of Jersey guidance on coronavirus www.gov.je/coronavirus and employee support pack Employee support pack</i> • <i>Consider the health plans of most vulnerable groups returning - staff and pupils.</i> 	<p style="text-align: center;">2</p>	<p style="text-align: center;">2</p>	<p style="text-align: center;">4</p>	<ul style="list-style-type: none"> • <i>PPE will be provided by CYPES. The designated room in Victoria College is located outside the Sixth Form Centre.</i> • <i>Because pupils and staff are working and socialising in year groups, it should be possible to do contact tracing to identify pupils and staff who will need to self-isolate.</i> • <i>Individual Risk Assessments will be carried out for those vulnerable individuals returning to school.</i>
---	---	--	---	---	---	---	--

			<ul style="list-style-type: none"> • <i>Corporate advice for anyone who feels unwell and suspects they may have Coronavirus like symptoms.</i> • <i>Hygiene guidance /advice fully implemented and displayed</i> • <i>Keeping surfaces and touch points like door handles, light switches and tables clean.</i> • <i>Practising good respiratory hygiene - covering mouth and nose with a tissue when coughing/sneezing (kill it and bin it).</i> • <i>Review cleaning standards and specifications, deep cleaning and sanitising schedules considered and planned (both internal staff and external providers).</i> • <i>Contract cleaning services extended or sourced to cover additional areas of the business/requirements.</i> • <i>Department cleaning strategy implemented</i> 				<ul style="list-style-type: none"> • <i>Following strict guidelines issues by gov.je</i> • <i>To follow CYPES guidelines as mentioned previously.</i> • <i>Checklist and schedules of cleaning as mentioned previously.</i> • <i>Following procedures as outlined previously to include washing of hands after a bout of coughing and sneezing.</i> • <i>See previous details regarding cleaning by G4S, Site Team, pupils and staff.</i> • <i>Our cleaning contractors, G4S, will be used and supported by members of our Site Team.</i> • <i>We follow the CYPES Cleaning Strategy.</i>
--	--	--	---	--	--	--	--

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Daily drop off, pick up and safe movement around designated areas within the school site.	Cross contamination and infection control	Staff, pupils, visitors, contractors, parents and other members of the public	<ul style="list-style-type: none"> • Consider the safe access and egress of staff, pupils, parents, visitors and contractors to the school setting (signing in/out, access around the facilities and contact with staff and teams). Clear signage on HDT indicating to visitors the location of Reception. • Follow GoJ guidance which encourages pupils and staff to walk, cycle or use private cars to get to school and if at all possible, avoid the use of public transport. If pupils do need to use buses, they must observe the physical distance guidance and wear face-masks. • Clearly identified pick up and drop off points, procedures, signage and markings which 	2	2	4	<ul style="list-style-type: none"> • Pupils to enter and exit the site mainly through side gate off Langford carpark. Most staff will enter and leave school in their cars. Staff to park on site if arriving before 8.00 am otherwise to use Langford South carpark. Main gates on Mont Millais will be closed at 0810. Lower gate by VCP will now be open. Contractors and visitors to stop outside main gates and enter site through side gate and report to Site Team. • All visitors on site to have their temperature taken at the School Office. • Parents are discouraged from gathering at school gates. Parents are encouraged to stay in their cars.

			<p><i>will be communicated to parents, pupils and staff.</i></p> <ul style="list-style-type: none"> • <i>Traffic management plans are in place in Langford car park.</i> • <i>Car parks are managed taking into consideration physical distancing.</i> • <i>Doors kept open to reduce the number of objects staff need to touch – fire doors must be closed at the end of the working day.</i> • <i>Students to wait inside classrooms wherever possible.</i> • <i>Safety and informational signage displayed.</i> • <i>Cleaning specifications to include external, areas e.g. cleaning and disinfection regimes in place for doors, gates touchdown areas, handrails, and</i> 				<ul style="list-style-type: none"> • <i>Parents to follow Langford guidance regarding traffic management at the start and end of the school day. Langford’s traffic management risk assessments to be followed.</i> • <i>Members of the Site Team and duty staff will be available at pick up and drop off points in Langford.</i> • <i>Site Manager to provide door wedges and to check frequently to ensure that doors are open during the school day and fire doors are closed at the end of the working day.</i> • <i>Waiting in the room minimises contact time between groups.</i> • <i>As previously mentioned.</i> • <i>As previously outlined.</i>
--	--	--	---	--	--	--	---

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
			<i>intercom/controlled access systems</i>				
Management of staff and pupils during break and lunch times.	Avoiding cross-contamination of staff and pupils.	Staff and pupils	<ul style="list-style-type: none"> • <i>Staggered times in the Bistro implemented to reduce large groups of pupils and staff gathering and mixing.</i> • <i>Year Rooms and marquees are used for packed lunches, and to consume food purchased in the Bistro.</i> • <i>Designated areas for staff and pupils to use during lunch and break times.</i> 	2	2	4	<ul style="list-style-type: none"> • <i>High levels of supervision are in place in the Bistro at lunchtime.</i> • <i>Staff and pupils to use areas including the playground outside Le Brocq, the De Carteret playground, the Quad, College Field and College Lawn during their lunch times. Staff to supervise.</i> • <i>There is a one way system in operation through the Bistro to prevent mixing.</i>
Catering	Control of physical distancing and infection control	Staff and pupils	<ul style="list-style-type: none"> • <i>There will be catering provision on site for pupils from 04.11.20.</i> • <i>Individual time periods now in place for each year group in the Bistro.</i> 				<ul style="list-style-type: none"> • <i>Staff will be asked to bring their own packed lunches and refreshments.</i> • <i>This control measure will limit cross-contamination.</i>

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Evacuation of buildings in the event of a fire or other emergency	Ensuring all pupils, staff, visitors, contractors, parents and other members of the public observe evacuation procedures whilst social distancing	Staff, pupils, visitors, contractors, parents and other members of the public	<ul style="list-style-type: none"> <i>In the event of an emergency, pupils and staff in laboratories, the main building, the New Building and De Carteret to gather on the lawn in the front of the school at a safe distance from the buildings whilst maintaining social distancing guidelines. Staff who are not supervising pupils to convene on the Prefects' Path whilst also following physical distancing guidelines. Pupils and staff in the Le Brocq building need to evacuate and congregate on the tarmac in front of the Howard Davis Theatre whilst maintaining social distancing guidelines. Those in JADAT will congregate either on College Field or in the Langford Carpark depending on the location of the emergency and follow JCG guidelines.</i> 	2	2	4	<ul style="list-style-type: none"> <i>To prevent infection, doors would normally be wedged open during the day but in the event of a fire or other emergency, staff may need to remove door wedges and close doors as they exit the building. Fire Marshals, when sweeping the building, to check that doors are closed.</i> <i>Pupils and staff in the Pavilion and T block to evacuate to College Field.</i>

Additional information and control measures for your consideration/risk assessment development

1. Preparing the Site

The location of hand sanitiser stations throughout the school and especially in the entrance to the main buildings, for example at the school entrance for pupils and any other person passing into the school to use. Hand washing with soap and water for 20 seconds which is frequently promoted by GoJ.

The location of bins in classrooms and in other key locations around the site for the disposal of tissues and any other potentially infected waste. Double bagging and emptying.

Ensuring you have a good supply of disposable tissues in each classroom and enough to top up regularly, as well as bins with double bagging for disposal, with any other potentially infected waste, and where these should be located.

2. Health and Safety

We're following guidance from the Health & Safety Inspectorate. Ensure that your risk management system (RMS) are up to date and that a Hazard Identification Check sheet in line with the departments H&S policy is completed.

Ensure that you are working in line with the general principle of undertaking risk assessments to safeguard employees against several scenarios, including:

- lone working (both at a work premises and at home)
- pregnancy
- severely vulnerable and vulnerable to COVID-19
- those attending work but living with a household member who's severely vulnerable
- stress risk assessment
- homeworking.

3. General working arrangements and physical distancing

Physical distancing applies to all parts of a workplace, not just the place where employees spend most of the time. The plan requires you to record future use of office space and how adjustments may be needed to facilitate physical distancing. You also need to consider business resilience. Please reference the Governments Operating within Jersey's safe exit framework Guidance for managers.

4. PPE and the use of cloth masks

Cloth masks have been advised as an additional precautionary measure for individuals to wear to reduce the risk of them passing on the virus to other people, particularly in enclosed spaces such as shops and on public transport. It is not a Personal Protective Equipment (PPE) requirement within the workplace and they aren't a substitute for correct PPE or other protective guidance, where this has been advised. See the updated [PPE guidance page](#) for more information. PPE will be provided for staff assisting any children of staff showing symptoms.

Employees can wear their own cloth masks if they wish, ensuring adequate storage for old masks and cleaning in line with the instructions. Cloth masks are **not** a substitute for other measures, such as physical distancing and good hygiene practice, which remain the best way to manage risk in the workplace.

If employees choose to wear face masks, you must make it clear that physical distancing, regular hand washing are still necessary.