Coronavirus (Covid-19): protecting our businesses and customers

Working together for a safer Slough

As a Slough business you have a vital role to keep us all safe by remaining vigilant and following national and local guidance.

Have you got Covid-19 controls in place?

You need to:

- Carry out a risk assessment
- Develop and put in place cleaning, handwashing and hygiene procedures
- Allow people to work from home where possible
- Maintain 2m social distancing wherever possible
- Where it is not possible to maintain 2m social distancing manage the risk of transmitting Covid-19 by introducing other mitigation.

There is guidance available for different workplaces at **www.gov.uk/guidance/working-safely-during-coronavirus-covid-19** and on the HSE website at **www.hse.gov.uk/coronavirus/index.htm**

Make sure anyone with symptoms stays at home and gets tested (you can also be tested if you aren't showing symptoms).

Use the contacts below for testing:

- Anyone that lives or works in Slough or the surrounding area - online **www.nhs.uk/ask-for-a-coronavirus-test** or by calling 119. You can also go to the drop in test centre on Montem Lane, open from 8am-8pm, where drive in or walk in testing is available
- Essential workers – online **www.nhs.uk/ask-for-a-coronavirus-test** or via the 'employer referral portal'
- Health and Social Care workers - email **ebpc.covid19@nhs.net**
- Care homes - online: **www.gov.uk/guidance/coronavirus-covid-19-getting-tested**
- Hospital patients and staff can be tested in the hospital.

Make sure any 'close contacts' self-isolate if asked to

You should make sure anyone in your workplace self-isolates if instructed to do so by the NHS test and trace service. They will be given a notification to self isolate that they can share with you. The NHS test and trace service will never ask for financial details, passwords or payment.

Full details on how the NHS test and trace service works can be found here **www.gov.uk/guidance/nhs-test-and-trace-how-it-works**

Keep records to assist Test and Trace

You should keep records (name and phone number) for:

- your staff and the shifts they were at work

- visitors to your premises

- and if you work in certain sectors such as hospitality, tourism, close contact services, community services in a place of worship, you should keep a record of customers who stay on site to use the facilities (takeaways and deliveries are not included).

Records should be kept for 21 days. They should be stored and disposed of securely for Data Protection reasons.

What we are doing

On 30 June we published our Local Outbreak Management Plan for Covid-19. The plan summarises how we will aim to protect our residents and communities, by minimising further spread or recurrence of Covid-19 in Slough. We know that Covid-19 is likely to be with us until better treatments and/or a vaccine is available. So we must continue to work to minimise the spread of the disease.

The key aim of the plan is to detail roles and responsibilities in prevention and management of Covid-19 as well as to recognise and respond to outbreaks and prevent the further spread and recurrence of infection. Ongoing communication with the public, partners and the media is an integral part of the Local Outbreak Control Plan.

Face coverings

It is compulsory for customers to wear a face covering in shops and supermarkets, including when buying food and drink to take away from café's. Face coverings are not required to be worn in café's or restaurants with table service. Staff working in shops and supermarkets do not have to wear a face covering under this requirement, however the outcome of your risk assessment may require staff to wear a face covering or face protection.

Premises where face coverings are required, are encouraged to take reasonable steps to promote compliance with the law and can refuse entry to anyone who does not have a valid exemption.

Helpful information

Keep up to date - links to the latest guidance are on the coronavirus page of the Slough Borough Council website **www.slough.gov.uk/health-and-social-care/coronavirus.aspx**

We have also put together a range of resources which will help people reduce their risk of coronavirus and look after their health at home **www.publichealthslough.co.uk/campaigns/one-slough**

This resource covers the standard health protection messages i.e. hand washing, social distancing and face coverings, as well as the health behaviours that are leading to higher death rates from the virus e.g. smoking, obesity and inactivity. It also has links to various resources in different languages.

Please contact us:

- if you think someone has Covid-19 in your workplace, school or other setting
- if you have concerns about Covid-19 controls in a premises you work in
- if you need advice on how to control Covid-19 in your workplace call 01753 475111 (9am to 5pm, Monday to Friday) or email **CV19notifications@slough.gov.uk**

2m if possible

When enjoying a break at work - still keep your distance