

St Padarn's Covid-19 Guidelines- Staff

We take people's safety very seriously and the following guidelines are taken from our risk assessment which was developed in consultation with a staff focus group. We ask that you follow these for the sake of others as well as your own safety.

The key things to remember in order to avoid infection are:

- Maintain distance
- Wash staff hands/use hand sanitizer regularly.
- Wear face masks in accordance with SPI safety measures.
- Ensure good ventilation at all times.

Tests, symptoms and isolating

1. We strongly encourage you to make use of lateral flow tests, twice a week is recommended.
2. If you have received a positive test please stay away from work until your period of isolation is over. Let your line manager know. If you are well enough then you may work from home.
3. If someone you live with has tested positive for Covid please stay away from work until the isolation period is over, even if you have been double vaccinated.
4. If you come into contact with someone who tests positive for Covid and were double vaccinated at least 14 days before then you do not need to stay away from work. If you have not been double vaccinated you will need to isolate.
5. If you have any coronavirus symptoms please get a PCR test done and only come to work if it is negative. The most common symptoms of coronavirus continue to be a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste. However, new variants and post vaccination infection can have a wide range of symptoms.
6. Anyone who has been abroad must follow the current isolation regulations before engaging in any face to face work. Information on current isolation regulations regarding travel can be found [here](#). If you need to isolate on return you may need to take that time as annual or unpaid leave.

If you are usually based at St Padarn's, Cardiff, please get into the habit of taking your laptop home each day, just in case you have to isolate.

More information on the Welsh regulations on isolating can be found [here](#).

Information on ordering lateral flow tests or booking PCR tests in Wales can be found [here](#).

Please keep your line manager informed in the case of any of the above.

Safety measures

1. A 2m distance will be maintained in offices shared by more than one person. If there is not room for this then one or more people will need to hot desk. The reason for this is that the longer you spend in one space with other people the more likely you are to be infected.
2. Meeting rooms and other shared space will be set out to allow as much distancing as possible. Please use the same chair in a meeting. If you are teaching please discourage learners from moving chairs closer together.
3. Windows are likely to be open to in order to ensure good ventilation, please do not close them, or allow learners to close them. You may need to bring extra layers!
4. Masks have to be worn in reception, corridors, library, chapel¹ and at any other time when you are moving about. You may remove them while sat in the refectory, teaching rooms or lounge. However, if you feel more comfortable not removing your mask you should feel free to keep it on. In other public venues you may be attending similar restrictions will apply.
5. There will be lots of hand sanitizer and anti-bac wipes around, please make good use of them.
6. On the Cardiff site, depending on numbers, there may be times when usually staff would join learners for lunch when we have to restrict this, although we will do that as little as possible.
7. There may be some restrictions of numbers of people in some rooms, these will be displayed outside.
8. Regular cleaning of high touch areas will be taking place.
9. There should be supplies of anti-bac wipes and hand sanitizer on desks. If yours have walked away or run out please let Sian know.
10. The Chapel will follow Church in Wales guidelines. Jordan has put together some guidance.
11. If you have visitors please send them the visitors guidelines so they know what to expect. It's not comfortable turning up somewhere being unsure what rules apply.
12. Please ensure that visitors/learners/contributors are sent the appropriate guidance ahead of their engagement with St Padarn's.
13. If you are booking a residential event in another venue please ask to see their Covid risk assessment so we can ensure that it meets our required safety measures.

Special circumstances

1. **Extremely vulnerable staff.** Extremely vulnerable staff are those who would have been asked to shield during lockdown. A list of conditions can be found [here](#). If you fall into this category and let us know then we will undertake an individual risk assessment to see if there are extra measures we can put in place to ensure your safety.

¹ Although we say masks can be removed in teaching sessions, we are adhering to the Church in Wales guidelines for churches and maintaining the use of masks in chapel.

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2. **Responsibilities to others.** There may be temporary situation in your life e.g. relative about to have a serious operation which mean that we need to take extra measures to minimise risk for you. Please talk to your line manager in these circumstances.