

Staying safe during COVID-19

St Catherine's Hospice can confirm we have complied with the government's guidance on managing the risk of COVID-19 and have implemented a number of safety measures for the hospice, shops and The Mill cafe

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the staff and is accessible on the Hospice intranet
- ✓ We have introduced thorough **cleaning, handwashing and hygiene** procedures in line with government guidance
- ✓ We have taken all reasonable steps to **maintain 2m distance and introduced one way systems** where practicable
- ✓ We are **limiting the number of staff working in offices** and where possible **staff are working from home**
- ✓ **PPE including masks, gloves and visors** will be worn, where social distancing cannot be maintained
- ✓ Staff and volunteers **will be working in 'fixed teams'**, so each person only works with a few other people
- ✓ **Screens have been installed** where possible
- ✓ **Card and contactless payments** are being encouraged where possible
- ✓ We will be **keeping records of customers and visitors** where possible to assist with the NHS test and trace guidance
- ✓ Where social distancing is not always possible we have put in measures to **manage transmission risk** including limiting numbers in The Mill Café and shops
- ✓ We have provided **information, instruction and training** to ensure our staff are fully aware of the precautions needed to control transmission
- ✓ **Senior Managers monitor** the implementation of the controls across the Hospice regularly and review the guidance as it changes.