



Advice for Officers & Staff

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Keeping you informed

To ensure we effectively manage and respond to the pandemic, we are operating a Gold, Silver Bronze Model. Chaired by T/ACC Andy Valentine, Gold meet weekly to discuss strategic priorities. This is supported by a Silver group that develop tactical interventions to ensure officers and staff are able to respond to our communities and our people. Each BCU also has a COVID Bronze Command, managed by the Senior Management Teams.

We recognise the importance of ensuring you are informed and up to date with all emerging issues relating to COVID-19. To help support this, we have developed a number of key information channels that can help you stay up to date.

[CORONAVIRUS BOB
PORTAL](#)

[DAILY FORCE
INFORMATION EMAILS](#)

[TEAMSWP FACEBOOK
GROUP](#)

Coronavirus Portal

We have developed 4 separate groups of information that may be useful for you in your role.

- For all Welfare information, our Welfare and Resource Hub have a dedicated folder on the portal. Here you will find detailed information on PPE, Testing, Managing High Risk individuals and all other information related to our people.
- For operational information, we have a folder that links all changes to legislation and operational guidance
- For information on the updated FPN and NIP process, we have advice and guidance on the new app as well as information on Powers of Entry and reasonable reasons for travel.
- We also have links to the latest advice and guidance from Public Health Wales

[WELFARE & RESOURCE HUB](#)

[OPERATIONAL
GUIDANCE](#)

[PUBLIC HEALTH WALES](#)

[FPN & NIP PROCESS](#)

Human Resources

Click on the icons to navigate



[Absence](#)

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Health](#)

Sickness and Absence

The health and wellbeing of our officers and staff is of utmost importance to us during this time. We know how concerning this current pandemic can be for all. If you think you may have Coronavirus or are displaying any of the symptoms below, please use the [NHS Symptom Checker](#).

COVID 19 SYMPTOMS-

- Fever
- Continuous cough
- Tiredness
- *Less common*
- Shortness of breath
- Aches & pains
- Sore throat
- Diarrhoea & nausea

MINIMISING RISK:

- Washing your hands as soon as possible after you have been out in a public place
- Avoid touching your face and vocally 'nudge' colleagues if they are touching their faces
- Carry tissues and use them to cover coughs and sneezes
- Clean and disinfect frequently touched surfaces, workstations, vehicles and equipment

If you become unwell

Follow the usual absence reporting procedure by notifying your line manager. You will want to consider the following advice and guidance on shielding, self isolation and social distancing.

If a member of your team becomes unwell

You will find detailed guidance on how to record the absence on GRS and next steps as part of the [Welfare Hub](#) information on the Coronavirus Portal.

Testing

Working closely with Public Health Wales, are able to provide appointments to test Police Officers, staff and immediate family members for Coronavirus Testing to those who perform vital roles within the Police Service.

Testing is coordinated by the South Wales Police Welfare Hub, and allocated by Public Health Wales. **The referral needs to be submitted by the respective BCU Command Rooms or by your Department Head.**

Test will be carried out by medical practitioner, PPE will be worn. Test involves a swab to back of throat and is painless. Upon completion of the test the individual must return home and await the result. The aim is to return results directly to individuals via text message within 48/72 hours.

PHW will only test officers, staff or other household members who are displaying Covid Symptoms. PHW will not test anyone under the age of 16.

Note: The tested individual will receive result directly to them. **Contact MUST then be made to your line manager to advise of the result.**

SWP Welfare & Resource Hub responsibilities:

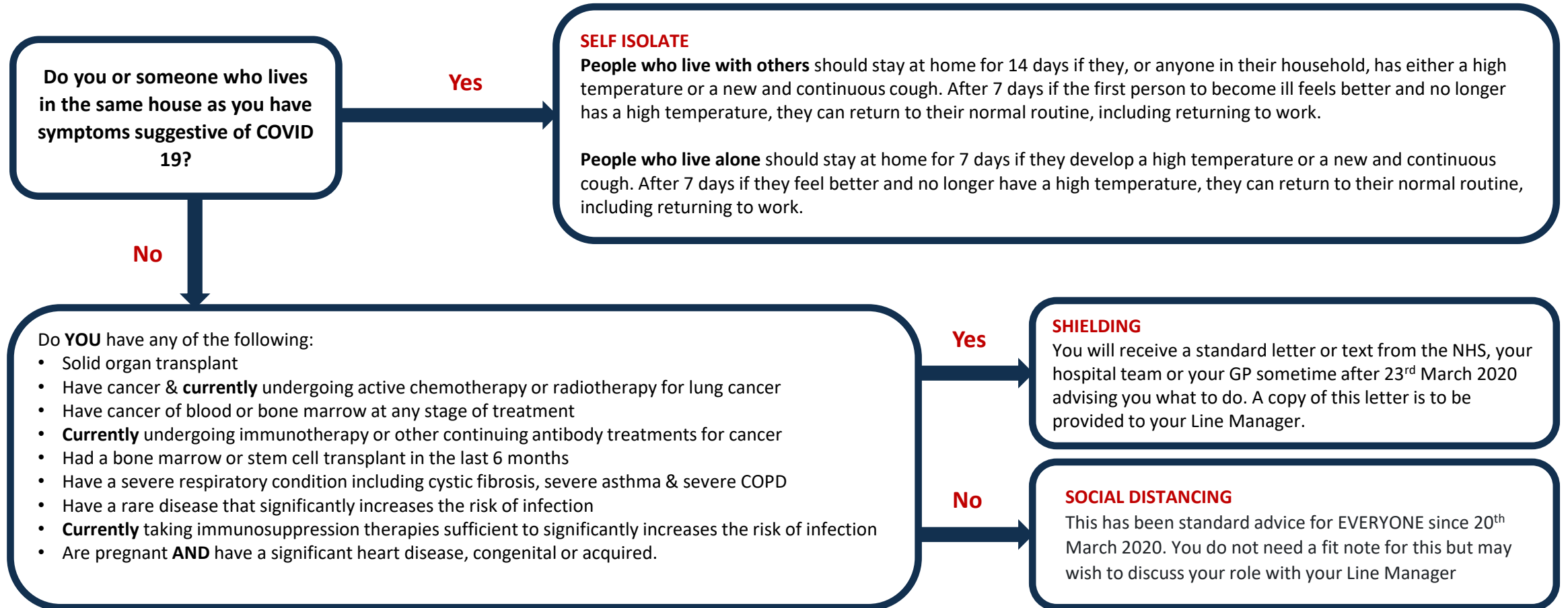
- Co-ordinate all requests for testing.
- Collate a list of staff currently absent or self-isolating with Coronavirus Symptoms.
- Submit a testing request list to Public Health Wales each day at 1300 hrs daily.
- It is the responsibility of the relevant Force specific SPOC / HUB to submit requests for testing after BRAG rating their role and impact to operational policing throughout Wales using the Coronavirus Referral Form.

Officer/Staff member responsibilities:

- Must attend their appointment at the testing station designated by Public Health Wales in Cardiff City Stadium.
- Make their own way to their appointment.
- If staff member is so ill they cannot drive, a Community Health team may be tasked a home visit. n.b. this could be to triage for hospitalisation.

Shielding, Self Isolation and Social Distancing

This guidance has been written to help you understand the difference between shielding, self-isolation and social distancing. **A more detailed version of this flowchart can be found on the [Welfare and Resource hub folder on the Coronavirus Portal](#).**



Working from Home

Working from home sets many people the new challenge of creating a home office, converting a room in their home – maybe their lounge, kitchen or dining room – to become their substitute work space.

The temptation is to choose unsuitable furniture and makeshift working arrangements to carry on your day job. Employees are encouraged to try to mimic an office desk setup, as closely as possible, even if it's their dining table.

Here are some top tips, which will help you and your employees avoid slouching and suffering muscle tension:

Get your screen height right

Using a laptop? Make sure you can either dock it onto a larger screen that's at eye height, or raise it onto books or a laptop holder so you aren't slouching to read the screen, putting pressure on your lower and upper back. Then use a separate keyboard and mouse.

Take your mouse to the house

Using a separate keyboard and mouse to the ones on your laptop helps keep your arms relaxed by your side instead of stretching forward and up to a raised laptop. This builds tension in the shoulders, wrists and upper back.

Prepare your chair

Ideally, you'll be mostly using a chair, so if it's a dining chair rather than an office chair, use a cushion or rolled-up towel for extra support. Better still, try an inflatable lumbar support cushion for your lower back curve.

Don't sofa-slouch

Avoid working from your sofa, as sofa's cause slouching - ideally you should be using a chair.

Working from Home

Protect your shoulders and wrists

When using a keyboard and mouse, keep them close to you so you don't have to extend your arms forward when typing (shoulder and neck tension can quickly follow). Keep wrists relaxed and straight, reducing pressure buildup.

Listen to your body

Avoiding awkward, static postures by regularly changing position.

If you feel tense or experience pins and needles, it's usually your body telling you to change posture (or stop slouching). Find ways to support your body so muscles relax.

Blow away brain cobwebs

Keep blood and oxygen moving around your body to avoid tension building up. Take your laptop to a higher surface and stand for a while.

Remember to exercise

Getting up and moving or doing stretching exercises are especially important.

Take regular breaks

Breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity. These are harder to remember working at home, so set automatic reminders on your phone.

Eye Fatigue

Avoid eye fatigue by changing focus or blinking from time to time.

Note: Further advice and guidance on working safely from home can be found [here](#).

Wellbeing Support

Care First

24/7 support through our Employer Assisted Programme

Occupational Health

support officers and staff through [counselling](#), [TRIM](#) and [health & safety](#)

Health & Wellbeing Portal

initiatives such as [meditation](#), [couch to 5k](#) and advice for better sleep

A-Z Support

Full list of supportive services available to officers and staff both internally and externally

Oscar Kilo

National resource for wellbeing in policing

Carers Wales

Provide support to those with caring responsibilities.

Employee Benefits

Full list of employee benefits such as cycle to work and Diolch Cards

Financial Support

Care First can provide independent financial advice, along with police specific services such as [Copperpot](#) and [Police Mutual](#)

Trade Unions

[Police Federation](#), [GMB](#) and [Unison](#) are supporting the response and can offer support to members

Staff Associations

Are also providing support to staff through this time. Please see the A-Z above for contact details.

Mental Health Support

Care First

24/7 support through our Employer Assisted Programme

Occupational Health

a wealth of support available as well as signposting to other external partners who can also assist

Counselling

provide confidential support to individuals through trauma and difficulties to restore their psychological wellbeing.

TRiM

TRiM is a structured process which aims to identify individuals who may benefit from early specialist support.

Blue Light Champions

Working across the force to support colleagues seeking advice and guidance

Mental Health Toolkit

Useful guide for managers and staff on how to support colleagues with mental illhealth.

Wellness Action Plans

a useful tool that helps identify what you need to do to stay well at work and how your supervisor can support you.

Stress Awareness

Dedicated resources to manage anxiety and stress following Stress Awareness Month

Mind Cymru

a host of information of all things relating to mental health, including managing stress and anxiety.

A-Z Support

Full list of supportive services available to officers and staff both internally and externally

Bereavement

The loss of someone we love can be one of the most difficult experiences we will ever go through. Everyone experiences grief differently however there is much we can do to support each other through loss.

If you experience loss

It is important to remember that there is lots of support available to you in the workplace. From Care First to our in-house counselling team, there is always someone available for you to talk to. You can find more information on the pages regarding Wellbeing and Mental Health support as well as the dedicated resources below.

Useful Resources -

- [Managing Grief Occupational Health Resources](#)
- [Cruse Bereavement Care](#)
- [NHS Bereavement Support](#)
- [Bereavement UK](#)
- [Mind Cymru Bereavement Support](#)

Losing a colleague

The loss of a member of South Wales Police has far reaching impact on the organisation. From current team members to those who have worked with the individual in the past, many are affected by the death of a colleague. The SWP Bereavement Policy has practical advice and the support services above will help but there are further considerations managers may wish to make;

- Communicating the news sensitively is key, ensure this is done with the whole team and in person where possible.
- Contact your HR Business partner to discuss practical measures and wider communication
- Contact the family to offer condolences and support
- Ensure staff have space to grieve, together or alone, as everyone deals with bereavement differently
- Create channels for remembrance, such as a book of condolence.

More on the SWP Bereavement Policy can be found [here](#)

Bereavement

Regardless of the circumstances, here are some practical tips that may assist managing someone who has suffered a bereavement.

DO

- Be caring and compassionate in your approach, offer your condolences and discuss how you recognise the bereavement with colleagues by sending a card or flowers.
- Ensure the bereaved employee knows they have access to special leave.
- Ask how they would like to stay in contact and agree timing of contact.
- Ensure they are aware of the support available from services such as Occupational health, Care First and others.
- Ask how much information they want co-workers to know, and if they wish to be contacted by colleagues.
- Discuss with the employee when it is appropriate to return to work, consider adjustments that may be needed, such as a phased return to work or temporary change of duties.
- On return, hold regular reviews with the bereaved employee, take bereavement into account should there be an impact on performance.

DON'T

- Assume you know how the bereaved employee is feeling – every bereavement is unique.
- Say anything that may minimise or undermine the loss, such as ‘we all have to go sometime’ or ‘she had a good innings’.
- Say anything to make light of bereavement, such as ‘time will heal’; ‘pull yourself together’; ‘it must be a great relief for you’.
- Make the assumption that just because they are back at work they are ‘over it’ and ‘back to normal’.

Remember - the full impact of a bereavement may not be felt until some time after the death and so you should consider how you continue to support your colleague beyond the initial loss.

HEALTH & SAFETY

Click on the icons to navigate



Personal
Hygiene

Hand
Washing

Uniform

Social
Distancing

PPE

Cleaning

Personal Hygiene – General Advice

How can I help keep myself safe?

Your skin and uniform can become soiled with infectious bodily fluids while placing someone under arrest, performing first aid or any number of challenges that occur during a shift. Good basic hygiene is your first line of defence.

Hands

Wash your hands as often and as frequently as you can with soap and water and in accordance with hand washing guidance. Where you cannot access hand washing facilities use hand sanitiser and wash hands as soon as you are able. Detailed advice is given on page 18.

If you need hand sanitiser contact your local BCU Covid Hub or [GM Logistics](#)

Personal Hygiene

Whether you shower at work or home **always** wash and shower after each shift, including hair and beards. It may be useful to keep a spare towel, toiletries and a change of uniform/spare clothes in work.

If extra lockers are required contact your OSU (BCU) or Line Manager (Departments)

Don't touch your face - Do not touch your face and remind others not to touch theirs, peer 'nudging' can help reduce the habit of hand to face contact. Hand to face contact can increase the risk of spreading germs. Be extra mindful, wash hands before eating, drinking, taking medication etc.

Uniform

Clean uniforms must be worn daily. It is advisable to change out of uniform and into clean clothes after your shift and for your journey home. More detailed advice is contained on page 19.

If extra uniform is required please request via the [F37 self serve form](#) on BOB

Top tip- take an old pillowcase to work, pop your worn uniform into the pillowcase to take home and put straight into the washing machine. Wash uniform via a machine wash with the detergent that you would usually use, on the setting stated on the label.

Appointments & Body Armour

It is a good habit to wipe down your gear periodically. Alcohol wipes or a clean damp cloth and mild household detergent are generally acceptable. But always refer to the manufacturer's guidance when cleaning your duty gear.

Don't forget to badges, lanyards and phones. Keep everything that you touch clean.

Footwear

There is no evidence to suggest that footwear poses any greater risk. However keeping your shoes clean and not wearing them inside your home may be a sensible precaution to take at this time as with uniform. Wipe down your shoes after they are soiled and think about keeping your footwear stored in work.

Personal Hygiene – General Advice

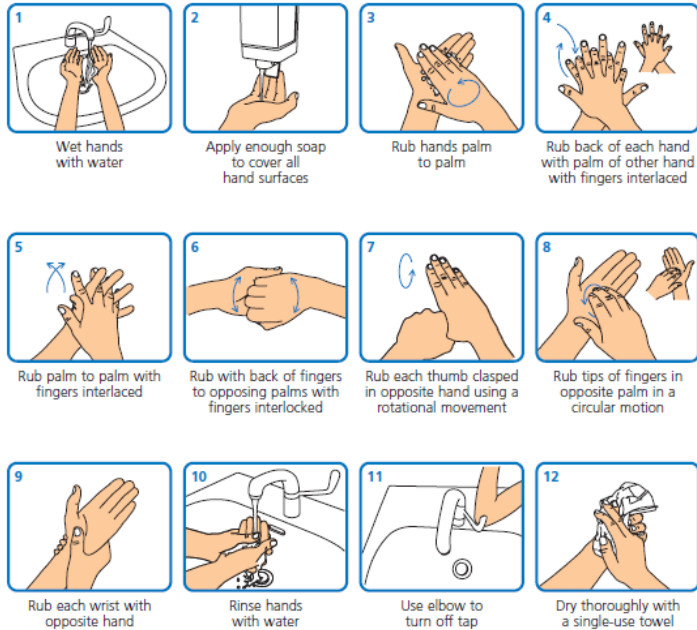


Click [here](#) to download the poster for display purposes

Personal Hygiene – Hand Hygiene



Hand-washing technique with soap and water



Hand washing should take 15–30 seconds



Click [here](#) for more information and resources



SOUTH WALES POLICE

Personal Hygiene – Uniform

Officers and Staff who have been in direct contact with a bodily fluid (such as being spat at) or who believe that they have been contaminated via a Covid 19 incident should as soon as is reasonably practicable remove their contaminated clothing, shower or wash affected areas thoroughly and change into clean uniform/clothing.

The infection risk from Coronavirus (Covid 19) following contamination of the environment/surfaces decreases over time. It is not yet clear at what point there is no risk. Studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

- **Wear nitrile gloves** for handling contaminated uniform and equipment. Wash hands immediately afterwards as per hand washing guidance.
- Items that are **heavily contaminated** with bodily fluids/biological hazards **may need to be disposed** of if they cannot be cleaned safely via existing cleaning contracts.
- Uniform must be **washed in accordance with the manufacturer's instructions**. Use the warmest water setting, using the detergent that you would usually use and dry items completely.
- **Do not shake** dirty laundry. Bag it carefully, this minimises the possibility of dispersing virus, for example, through the air.
- Routine cleaning is the responsibility of the officer/staff member.

Appointments & Body Armour (inc BWV*)

It is a good habit to wipe down your gear periodically. Alcohol wipes or a clean damp cloth and mild household detergent are generally acceptable. Always refer to the manufacturer's guidance when cleaning your duty gear.

Don't forget badges, lanyards and phones. Clean everything that has been contaminated. For **BWV**, use a soft, damp cloth to clean the surface of the Axon Body camera or wipe thoroughly with alcohol wipes if contaminated. Do not use harsh cleaners or solvents. Do not immerse the Axon Body camera in water or cleaning solutions.

Non-Routine Cleaning e.g. contaminated, badly stained)

Uniform that is badly stained must in the first instance be dry cleaned. If the stain is still present following dry cleaning, then the item will need to be replaced.

Officers/staff **MUST NOT** return contaminated items to HQ Uniform Stores. Yellow bins are located in each BCU, which should be used to dispose of contaminated clothing and equipment.

Costs of cleaning uniform/equipment soiled in performance of duty may be paid for out of BCU funds through contracted cleaners.

Further information can be obtained from your BCU/Departmental Operational Support Units.

Social Distancing- Managers

Social distancing measures are steps you can take to reduce physical contact and virus transfer between people. This will help reduce the transmission of coronavirus (COVID-19) and reduce the size of the outbreak.

Managers should consider:

- Reducing the number of people working on the premises at any one time is key— this helps increasing the space between people by reducing the total number of people in attendance. Limit the number of visitors to essential only
- Increasing space between Officers / staff – for example leaving 2 m gaps between people and indicating spacing with markings, such as coloured tape or signs
- Consider appropriate provision of rest space – is there a congregation of workers at a certain time? Could additional space be provided or utilised , or stagger breaks
- Altering tasks undertaken – making adjustments to the way that work is done, to reduce contact
- Stagger shifts to minimise people on site and to reduce congestion at the point of shift changes. Consider allowing some staff out of the door ten minutes earlier in readiness to make space for the new shift coming in and to avoid groups passing in and out at the same time. Identify your times of congestion and manage these

Where contact or closer working is required, it is important that other measures are considered, for example:

- Minimising the level of interaction
- Physical barriers
- Improved hygiene and reminders about the importance of hygiene
- Washing hands well for 20 seconds with soap after close contact
- Ensuring those with symptoms are not present on the premises
- Identify your danger zones- where people are often close together

Consideration should be given to introducing hot and cold areas within buildings e.g. splitting operational staff (hot) from non operational staff (cold) to minimise the risk of transfer of infection. Hot and cold areas can be segregated by keypads, barriers, signage or shift patterns. Supervision is key for control measures such as this to be wholly effective. **Are you as a supervisor monitoring how things are working?**

Consider room size and staff numbers when holding briefings- can other space be repurposed, can you split briefings, what can you do remotely?

Consult with your staff, ask them what their concerns are and how they feel social distancing could be improved. Engagement and involvement as a team is key! Staff are more likely to support changes if they have been consulted on the process, this is a time where we need ideas from everybody, managers wont have all the answers.



Social Distancing- Everyone

We all have a part to play. Here are some things **you can do** to reduce the risk to yourself, your team and your families whilst in the workplace:

- Wash your hands as soon as possible after you have been out in a public place
- Avoid touching your face and vocally 'nudge' colleagues if they are touching their faces
- Carry tissues and use them to cover coughs and sneezes
- Clean and disinfect frequently touched surfaces, workstations, vehicles and equipment
- Stay apart to stay safe- remember the two metre rule and apply it whenever you can

Top tip-

- Be part of the solution
- Act NOW on what you can do
- Keep your distance, stay apart to stay safe

Cars

Some advice may seem contradictory. How can I stay apart from colleagues when I am in the same car responding to an emergency or dealing with a dynamic situation? The principle is to keep exposure to a minimum, staying two metres apart where you can will reduce the rate of contact and lower the chance that you will be exposed.

Office and Building Use

- Be aware of enclosed spaces, for example use stairs rather than lifts if you are able to
- Can you do this task elsewhere away from others?
- Always sit two metres apart from others and never face to face across desks unless there is a barrier
- Make a habit of cleaning the workstation before and after you use it
- Try not to eat at desks or share food (no double dipping!)

Lunch

As if taking a lunch break wasn't already challenging enough! But there are things that you can do to make life easier. Bring your own packed lunch so that kitchens and rest areas don't get overcrowded.

Shared Spaces (changing rooms/toilets etc)

Managers are being asked to consider staggering activities and breaks and to look at where shift changes cause congestion. Be mindful not to overcrowd spaces, this may mean applying a little patience when you are tired and hungry after a busy shift and just want to get home. Take a moment, every little thing that you do to adjust to social distancing help to keep you, colleagues and your families safe. It won't be forever but it is for now.

Top tip-

Make workplace hygiene part of your every day. Follow the example of NHS colleagues and ring a bell or set an alarm to ensure that surfaces are wiped periodically. This could be your office, your vehicle or your kit, using surface wipes or blue roll and disinfectant spray. Hygiene starts with you, you can have a massive impact on infection control just by joining in on wipe down regimes. Click [here](#) for more information.

Disease Prevention



Maintain social distancing

Source: WHO

PPE Guidance

Current Summary PPE Guidance (Developed in consultation with Public Health England, Public Health Wales, National Police Chief's Council and DSTL 9th April 2020)

Operational scenarios

First and foremost, officers and staff should follow the two-metre social distancing guidelines and the general steps on how to prevent the spread of the virus, such as hand washing and not touching your face.

NOTE:

The recommendation in all scenarios is that in situations, where officers and staff cannot achieve social distancing measures through other means, is that they wear a fluid resistant surgical mask (IIR) and conduct a risk assessment on use of gloves (non-latex).



General patrol

Forces should triage calls for suspected or confirmed COVID-19 cases to give prior warning regarding PPE requirements. Officers and staff should expect that they may need to don PPE quickly in some situations and take reasonable precautions to enable this. PPE should be 'readily available', on the officer's person rather than in the back of the car. Officer safety is paramount and proper consideration should be given to ensure that PPE is not wasted and use is proportionate.

Entering premises

































On entering premises where there is no prior information or suggestion that those present are suspected or confirmed as having COVID-19 officers should have PPE 'readily available' capable of being donned quickly prior to, or upon, entering using the NDM to risk assess each incident. **Officers should be aware that there is a the possibility that infected occupants do not know that they are infected.**

In the circumstance where '*close contact with the public is likely and social distancing is not available and possible **risk of infection exists***' it is recommended that officer and staff wear a fluid resistant surgical mask (IIR) and gloves (non-latex). Furthermore that they conduct a risk assessment on use of a goggles and an apron.

In the circumstance where '*close contact with the public is likely and social distancing not available and **symptomatic***' it is recommended that officers and staff wear a fluid resistant surgical mask (IIR), gloves (non latex), disposable aprons, goggles. Furthermore that they conduct a risk assessment on the use of a fluid-repellent cover-all/over-suit.

Top tip- replenish your PPE as soon as possible, always prepare for your next shift in advance where you can. Find out from your Bronze where PPE stocks are locally and always report back if stocks are running low so that more can be requested.

Personal Protective Equipment (PPE)

Hygiene and PPE requirement	Inside duties			External/public facing duties		
	Cleaning of police, stations, cars and equipment	Contact with police colleagues and suppliers – Social distancing available	Social distancing not available	Contact with the public is likely – but with social distancing measures available	Close contact with the public is likely and social distancing – not available and possible risk of infection exists	not available and symptomatic
Social distancing: first vital step in protection 	2 metres	2 metres	Aspire to achieve 2 metres separation	2 metres	2 metres unless closer contact is essential	2 metres unless closer contact is essential
Basic hygiene	<ul style="list-style-type: none"> ■ Avoid touching eyes, nose and mouth ■ Wash hands for 20 seconds with soap and water and when not available use alcohol based hand sanitiser as often as possible, after incidents, and on return to station 					
Fluid resistant surgical mask (IIR) 	 No	 No	 No	 No	 Yes	 Yes
Disposable gloves (non-latex) 	 Yes	 No	 No	 No	 Yes	 Yes
Disposable aprons 	Risk assess	 No	 No	 No	Risk assess	 Yes
Goggles 	 No	 No	 No	 No	Risk assess	 Yes
Fluid repellent coverall/over-suit 	 No	 No	 No	 No	 No	Risk assess

PPE Provision

Stocks of PPE have been sent out to BCUs (Local Covid Hubs) and departments, we are very aware that there is an ongoing high demand for additional PPE as current stocks are used up. A number of large orders for PPE have been placed with a range of suppliers and as soon as they are received stocks will be distributed to BCUs and departments as a priority through the Covid Welfare and Resource Hub.

In working hours in BCUs this will be the Force Planning satellite office staff who are requested to distribute throughout their BCU in conjunction with OSU and BCU Bronze.

There is a particular shortage nationally of some PPE items, particularly certain specifications of masks and wet wipes but we do have these on order and will distribute as soon as received. Where wipes are unavailable disposable blue tissue and spray will be supplied.

There are currently good stock levels of hand sanitiser, this is no longer in short supply and can be requested via the same process as PPE.

We will continue to update through the [CORONAVIRUS](#) pages on Bob and through Force Information.

If officers attend a 'suspected' or 'confirmed' coronavirus (COVID-19) incident and enhanced PPE is required then contact your local Bronze Office as they have been issued with supplies of FRSM Type IIR (standard surgical) and FFP2/FFP3 masks.

[Click here to view the Order Form](#)

To distinguish which type of masks is required for a particular (COVID-19) incident, please follow the operational advice as outlined on the NPCC PPE Guidance Document (previous slide) and the [Force Generic Risk Assessment for Covid](#).

Masks such as the Type IIR FRSM surgical mask can be located in your local Bronze office.

A short training video for the fitting of masks [can be found here](#).

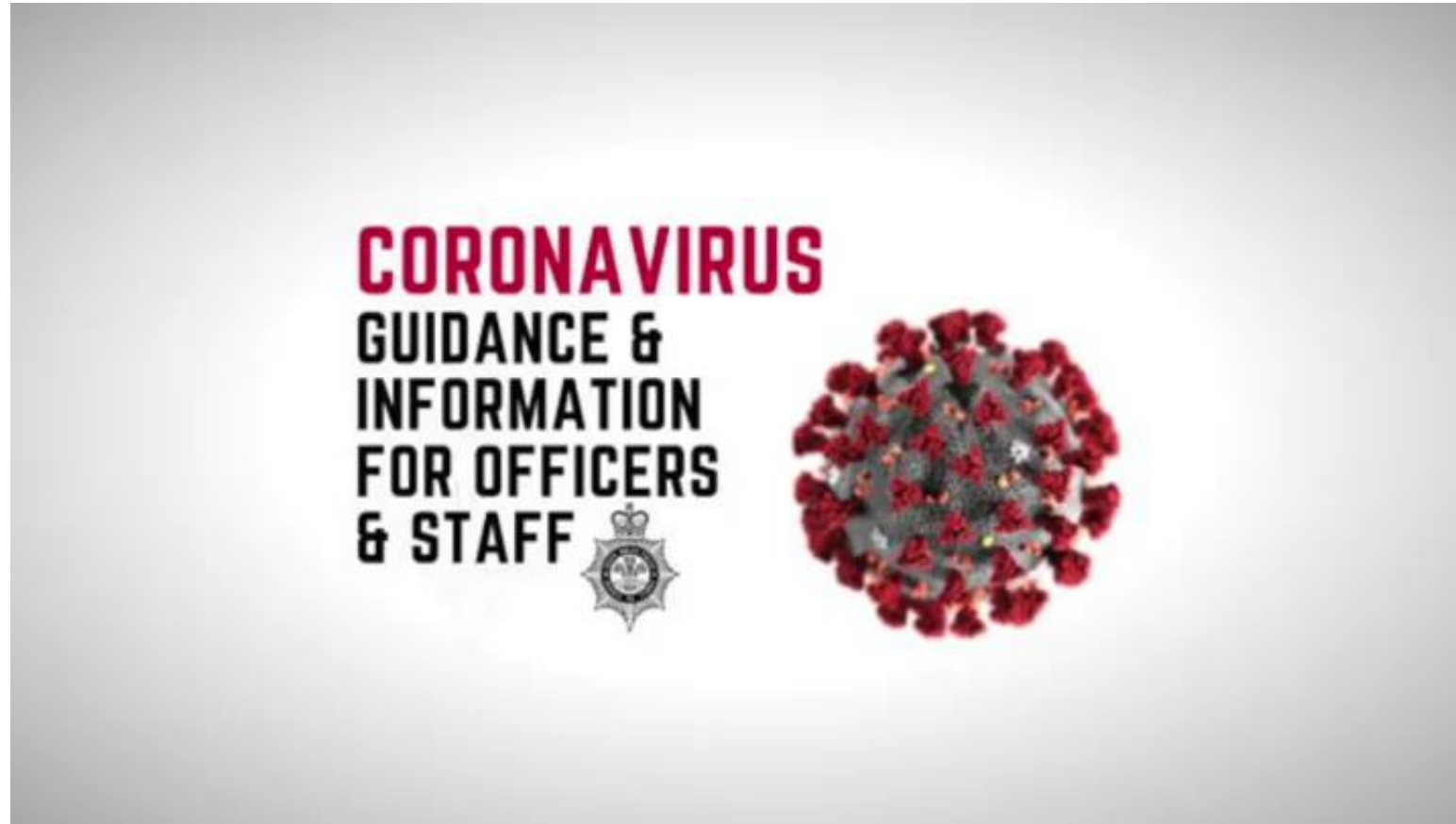
If you attend a 'confirmed' Covid-19 case then you are advised to wear a FFP3 Respirator mask and disposable gloves. Located in your local Bronze office.



NOTE:

All masks effectiveness are based on the wearer being clean shaven, so it is advised that officers and staff with facial hair or beards should take this into careful consideration.

PPE – How to apply



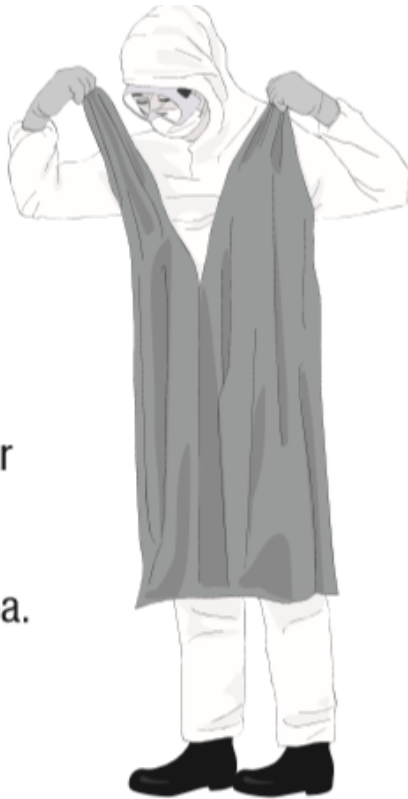
EFFECTIVE REMOVAL OF PPE

1 Always remove PPE under the **guidance and supervision of a trained observer** (colleague). Ensure that infectious waste containers are available in the doffing area for safe disposal of PPE. Separate containers should be available for reusable items.

2 Perform **hand hygiene** on gloved hands.¹

3 Remove **apron** leaning forward and taking care to avoid contaminating your hands.

When removing disposable apron, tear it off at the neck and roll it down without touching the front area. Then untie the back and roll the apron forward.



4 Perform **hand hygiene** on gloved hands.

5 Remove **head and neck covering** taking care to avoid contaminating your face by starting from the bottom of the hood in the back and rolling from back to front and from inside to outside, and dispose of it safely.



OR



6 Perform **hand hygiene** on gloved hands.

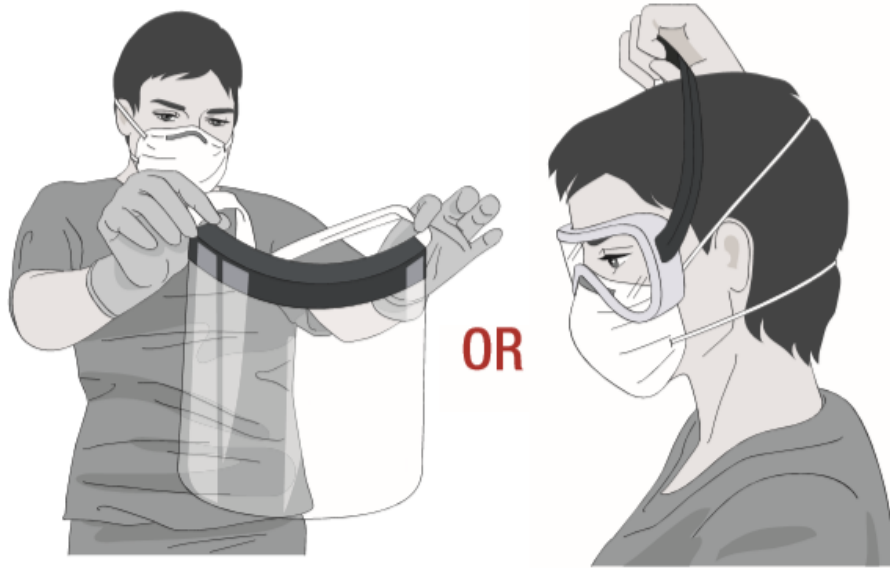
7 Remove **coverall and outer pair of gloves:**

Ideally, in front of a mirror, tilt head back to reach zipper, unzip completely without touching any skin or scrubs, and start removing coverall from top to bottom. After freeing shoulders, remove the outer gloves² while pulling the arms out of the sleeves. With inner gloves roll the coverall, from the waist down and from the inside of the coverall, down to the top of the boots. Use one boot to pull off coverall from other boot and vice versa, then step away from the coverall and dispose of it safely.

8 Perform **hand hygiene** on gloved hands.



9 Remove **eye protection** by pulling the string from behind the head and dispose of it safely.



10 Perform **hand hygiene** on gloved hands.

13 Remove rubber **boots** without touching them (or overshoes if wearing shoes). If the same boots are to be used outside of the high-risk zone, keep them on but clean and decontaminate appropriately before leaving the doffing area.³

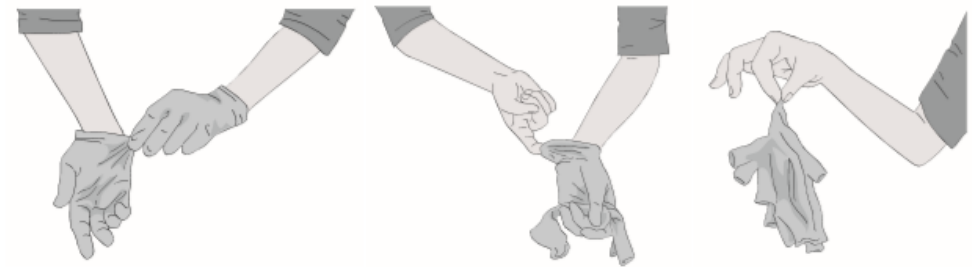
14 Perform **hand hygiene** on gloved hands.

11 Remove the **mask** from behind the head by first untying the bottom string above the head and leaving it hanging in front; and then the top string next from behind head and dispose of it safely.



12 Perform **hand hygiene** on gloved hands.

15 Remove **gloves** carefully with appropriate technique and dispose of them safely.



16 Perform **hand hygiene**.

Cleaning

During this time it may be reassuring for you to know what cleaning regimes are in place across the force area for premises and vehicles etc. The following gives a brief rundown on what cleaning procedures are in place. If you have any further questions please give the FAQ's section on the dedicated Coronavirus Bob page a check or pop a question onto the blog.

Offices

Offices are receiving enhanced levels of cleaning, with particular attention being paid to surfaces and touch points. Touch point are areas like door handles, light switches and handrails. You can help by **ensuring a 'clear desk' policy and leaving areas clutter free.**

Welfare areas (such as canteens and ref rooms)

These areas are receiving enhanced levels of cleaning twice daily throughout the force area – (Only applicable to Bridewells; Bridgend, Cardiff Bay, Merthyr and Swansea Central). You can help by leaving your kitchens and welfare areas clear of debris and dirty crockery.

High traffic areas (such as toilets, showers, locker rooms and communal areas)

High traffic areas are receiving enhanced levels of cleaning, with particular attention being paid to surfaces and touch points. Touch point are areas like door handles and light switches.

Custody

Custody are receiving cleaning, with particular attention to touch points in office area, interview rooms, medic rooms, general areas and cells. Cells cleaning tasks include; mopping floors, wiping of bed mattress together with surrounding areas and walls at head height.

Front desks

Front desk areas are being cleaned daily with extra sanitation of counters, touch points and areas like yellow telephones being conducted by Glen Cleaning.

Gyms

Enhanced procedures have been implemented. Please see the full gym guidance on the dedicated Coronavirus Bob page.

Vehicles

Vehicles are sanitised before entering the workshop to protect workshop staff. They are also fully cleaned before being released back out to BCU's and Depts. You can help by ensuring that all used PPE and litter is cleared from the vehicle before it is dropped off at Ty Thomas. You can help by ensuring that you sanitise inside of vehicle; steering wheel/gear stick etc. before use. If a suspected Covid-19 case has been transported in vehicle please contact Fleet to arrange for the vehicle to be cleaned by Crime Scene Clean.

Equipment

Equipment should be cleaned in line with existing local infection control procedures, measures may have been enhanced locally in the circumstances. If you are unsure as your supervisor for the updated Risk Assessment/Safe System of Work and/or Standard Operating Procedure (SOP).

Uniform and PPE

Uniform and PPE is a personal responsibility unless specialist cleaning is required. Please wash all garments in accordance with manufacturer's guidance. You can help by maintaining stringent levels of personal hygiene and taking all the additional hygiene guidance on board such as washing your hands frequently. Blood contaminated uniform will continue to be placed in Custody clinical waste.



Cleaning

Deep cleans

following a deep clean where a 'fogging' machine has been used, the area that has been cleaned must be left for a minimum of one and a half hours before the area is returned to normal use. Staff with respiratory problems should not return to the area for 24 hours.

NOTE:

Any demand for increased preventative cleaning in any area of the force must be requested via the f.16 process

Current agreement

Should Custody Services believe an area within Custody requires cleaning due to suspected/confirmed Covid 19, Custody telephone Custody Bronze, who will then make the decision to request Crime Scene Clean to attend.

All other premises requiring a suspected Covid 19 reactive clean to follow the process below:

Between hours of 8am to 4.30pm

Please submit an F.16 to Estates informing exact location within premises and rational for the request to clean. (Staff should be encouraged to clean surfaces, keyboards and wash their hands regularly).

F.16 team will request Silver Command approval and upon authorisation will progress clean.

Between hours of 4.30pm and 8am – Estates On-Call

Contact PSC FIM in the first instance, who will then authorise cleaning to be progressed via Estates on call.

Upon authorisation of the PSC FIM, Estates on call will contact Crime Scene Cleaning to fog authorised area and update requestor of approximate time of arrival.

Estates on call will raise F.16

RESOURCES:

For further information on cleaning in a non-healthcare setting please use the link below:
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 cleaning in a non-healthcare settings poster can be found below:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/873778/COVID19_Guidance_Cleaning.pdf

Key Resources

- [Welfare and Resource Hub](#)
- [Force Generic Risk Assessment \(GRA\) for COVID-19](#)
- [National Police Chief's Council Guidance on PPE](#)
- [Health and Safety Executive Coronavirus Advice](#)
- [Guidance on CPR](#)

