



Llywodraeth Cymru
Welsh Government



DIOGELU CYMRU
KEEP WALES SAFE



COVID-19

Five Key Steps to Keep Wales Safe at Work

To tackle the spread of COVID-19, the Welsh Government introduced the [Coronavirus Regulations](#) imposing strict restrictions on gatherings, the movement of people, and the operation of businesses (some of which had been required to close temporarily). Incrementally, as a result of regular review of the Regulations, an increasing number of these have been allowed to operate again.

Businesses that are permitted to operate, or premises that are allowed to open, must do so safely in a way that complies with the Coronavirus Regulations, in addition to other legal obligations imposed on employers (such as health and safety legislation).

This is a short summary of the **five key steps** all those responsible for work in Wales should implement to help us Keep Wales Safe – together. It complements all other guidance.

If someone becomes unwell in the workplace with a new, continuous cough; high temperature; and/or the loss or a change in their normal sense of smell or taste they should be sent home and advised to follow the [advice to stay at home](#).

They must also stay home if a member of their household becomes unwell with these symptoms, or if they are contacted as part of the [Test, Trace, Protect programme](#).

Together we'll Keep Wales Safe

Carry out a COVID-19 risk assessment

Carry out a risk assessment through meaningful discussion with staff and/or their recognised trade union and share the results with your workforce. You should have particular regard to whether the people doing the work are especially vulnerable to COVID-19. Risk assessments are a legal requirement for pregnant women no matter the size of the business.

Take practical measures to work safely and actively implement Test, Trace, Protect in the workplace

Detailed sectorial guidance has been published which provides the specific actions you could take to work safely during the COVID-19 pandemic, particularly by implementing cleaning, handwashing and good hygiene procedures.

You should provide information to people entering or working at your premises about how to minimise the risk of exposure to COVID-19.

Test, Trace, Protect (TTP) works by:

- testing those people who have COVID-19 symptoms and asking them to isolate whilst taking a test and waiting for a result
- tracing those individuals who have been in close contact with the person who has tested positive for COVID-19, requiring them to take precautions and self-isolate (for 14 days).

Guidance is available for employers in Wales on how to Test, Trace, Protect.

Help staff to work from home whenever possible

The most effective way to minimise exposure to COVID-19 is to enable some or all of your staff to work from home, some or all of their time.

There is an expectation that employers should be as flexible as possible and make adjustments wherever that is possible.

This may include issuing staff with laptops or mobile phones and facilitating communication with all.

Maintain 2m physical distancing in premises open to the public and where work is being carried out, where possible

Where working from home is not reasonably practicable, those responsible for workplaces or for premises open to the public, must ensure that everything reasonable is done to maintain a 2m distance between people while they are working, including outdoor locations.

This is a legal requirement in Wales under the Coronavirus Regulations. Those responsible must have regard to the Statutory Guidance, which has been issued to help you understand what ‘taking all reasonable measures’ means and what to do if it is not possible to maintain a distance of 2m in certain circumstances.

Where people cannot be 2m apart, manage the risk of exposure to COVID-19

Where people are unable to observe the 2m distancing rule and where closer working is required, take all reasonable measures to minimise exposure to COVID-19, for example by:

- Limiting the level of face-to-face interaction.
- Using physical barriers.
- Increased hygiene, environmental cleanliness and providing reminders about the importance of hygiene.
- Washing hands well for 20 seconds with soap and drying thoroughly, or using alcohol based hand gels, before and after close contact.
- Minimising loud noises which will require people to shout over them.

The Welsh Government has issued Statutory Guidance on taking all reasonable measures to minimise exposure to COVID-19 to which you must have regard.

Failing to take reasonable measures to minimise exposure to coronavirus is an offence in Wales, which on conviction may lead to a fine.

Further information and detailed guidance is available on the [Business Wales website](#).