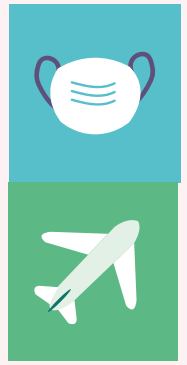


COVID

Good Practice Guide



As we all continue to live with COVID-19 we know that anxieties remain high. However, we also know that vaccines are effective and that the risk of serious illness or infection is continuing to drop. To date we have all played a part in making this happen and we can all continue to take simple steps that keep ourselves and each other safe, whilst returning to more normal activities.

Things for you to remember:

- Wear a face covering when appropriate
- Wash your hands regularly
- Keep your distance whenever possible

If you are in any doubt, unsure or feel unsafe you should:

- Speak with your line manager
- If you still have concerns contact your HR or Health and Safety Team
- You can also seek advice and support from your Trade Union

Thinking about your environment:

- Ensure good ventilation by opening windows and doors as much and often as possible while maintaining temperatures appropriate to your space and activity. The use of CO2 monitoring and advice from local authority teams can assist users to achieve this balance.
- Where CO2 readings are between 800ppm and 1500ppm small interventions such as opening windows and doors should be adequate to bring levels below 800ppm. High level open windows will provide



ventilation without causing draughts. It is important to remember that a small amount of continuous background ventilation should always be maintained, even when monitors display levels below 800ppm.

- Where readings still remain between 800ppm and 1500ppm despite local interventions you should consult your estates or facilities teams (or person responsible for the building) to consider such things as reducing the numbers in the room/area.
- Ensure you and others wear and have access to additional layers as per your/their own needs.
- If the ambient temperature in your space falls, please follow local procedure to report and address the matter.
- If in doubt about your space at any time seek advice from your manager, health and safety team and/or your trade union rep.

We can all help to continue to halt the spread of the virus by taking these simple steps. Leading by example and encouraging others to take precautions means we can all feel and be safe.

You can find more advice and guidance on local intranet, or via the Scottish Government web pages at: [schools and early years guidance](#)

