

Dear Colleagues,

Guidance for businesses as we learn to Live with COVID-19

I want to take this opportunity to thank you for your commitment to tackling COVID and to taking the necessary precautions to deal with this virus over the past two years.

COVID-19 is still very much with us and is likely to be for some time. I would like to encourage you to maintain the good practice you have adopted in your business to prevent the transmission of the Covid virus.

There are five main actions you can take to protect yourself, your staff and your customers as we learn to live with COVID-19.

1. Complete a health and safety risk assessment that includes the risk from COVID-19

Complete a risk assessment, considering the measures set out in this guidance. Also consider reasonable adjustments needed for staff and customers with disabilities. Share it with all your staff. Keep it updated. [Find out how to do a risk assessment.](#)

2. Provide adequate ventilation

You should make sure there is an adequate supply of fresh air to indoor spaces where there are people present. This can be natural ventilation through opening windows, doors and vents or mechanical ventilation using fans and ducts, or a combination of both. In particular, you should identify any poorly ventilated spaces in your premises that are usually occupied and take steps to improve fresh air flow in these areas. In some places, a CO2 monitor can help identify if the space is poorly ventilated. [Read the advice on air conditioning and ventilation on the HSE website.](#)

3. Clean more often

It's especially important to clean surfaces that people touch a lot. You should also ask your staff and your customers to use hand sanitiser and to clean their hands frequently.

4. Ask people with COVID-19 or any of the main COVID-19 symptoms to stay away

People who have COVID-19 are no longer legally required to self-isolate. Workers who have the main symptoms of COVID-19, or a positive test result, should follow the public health advice to stay at home and avoid contact with other people. They should not attend work.

You should:

- not ask workers with any of the main symptoms of COVID-19 or a positive test result to come to work

- enable workers to work from home if they have any of the [main symptoms of COVID-19](#) or a positive test result. If a worker is unable to work from home, you should talk to them about the options available, such as receiving Statutory Sick Pay (SSP)
- refer workers to the [COVID-19 guidance for people with COVID-19 and their contacts](#).

A worker who has any of the main symptoms of COVID-19 or a positive test result, may be entitled to Statutory Sick Pay (SSP). See current guidance related to SSP due to COVID-19 for:

- [employees](#)
- [employers](#)

5. Communicate and train

Keep all your workers, contractors and visitors up-to-date on how you're using and updating safety measures.

Also, if you need advice or guidance about any public health concerns you have then please don't hesitate to contact us. We are here to help: contacttracing@solihull.gov.uk.

Please take care, stay safe and continue to help us share our local public health advice, which is:

- [Get vaccinated and get your booster dose](#)
- Opt to wear a face covering in crowded indoor public places and on public transport
- Let fresh air in if you meet indoors. Meeting outdoors is safer
- Get tested if you have COVID symptoms: free testing is available until the end of March
- Stay at home and limit social interaction if you feel unwell

Yours sincerely,



Ruth Tennant

Director of Public Health, Solihull Council