



# Reducing the risk of being a close contact or getting COVID-19

This document is based on government COVID-19 guidance and is for community housing and homeless service providers. This guidance is based on the assumption that staff are vaccinated, including booster.

Staff who are at high risk of complications due to COVID should discuss Health & Safety decisions with a senior manager, and consider alternatives such as working from home or in low-risk environments.

LOWER RISK



Only undertake essential work and encourage others to do so



Replace face to face meetings with online or phone calls



If face to face meetings are essential, keep groups small and check for symptoms



Replace meetings indoors with meetings outdoors



If meeting indoors is essential, choose a large venue and/or a well-ventilated space



Wear a mask (surgical or N95) and encourage others to do so



Keep a distance of at least 1.5m



If keeping a distance is not possible, be in close contact for less than 15 minutes



If staff are required to work with a confirmed or probable COVID case at close contact for more than 15 minutes, they require a properly fitted N95 or equivalent mask and eye protection to work safely in accordance with the Health and Safety Act 2015 requirements.

HIGHER RISK

## Close Contact



You are a Close Contact if you have had contact with a person with COVID-19 when they were infectious. Close Contacts are at higher risk of getting COVID-19.

[Close Contacts | Unite against COVID-19](#)

## Symptoms

Can include one or more of the following:

- a new or worsening cough
- sneezing and runny nose
- a fever
- temporary loss of smell or altered sense of taste
- sore throat
- shortness of breath



[COVID-19 symptoms | Unite against COVID-19](#)

## Assessing risk if meeting indoors

Considerations	Higher risk	Lower risk
Ventilation	Poor	Good
Size of venue	Smaller than 100m <sup>2</sup>	Larger than 100m <sup>2</sup>
Time indoors	More than one or two hours*	Less than one or two hours*
Time in close physical distance (< 1.5m)	More than 15 minutes	Less than 15 minutes
Distance	Less than 1.5m	More than 1.5m
Mask use – staff	No	Yes
Mask use – Client/tenant/resident	No	Yes

\* with a positive case, depending on specific situation  
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