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| HMPPS Cross-Site Working Guidance for staff in prisons during COVID-19 |
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| **October 2021**  **Version 4** |
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# Version Control

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| Version Number | Publication Date | Document Change |
| 1 | November 2020 | Cross Site working guidance published. |
| 2 | February 2021 | Refined guidance on group/local level decision making. (Page 3). |
| 2.1 | 22nd of February 2021 | “Staff from outbreaks” section on page 6 has been updated to ensure it is consistent with other arrangements outlined in this document. |
| 3 | June 2021 | Guidance refreshed to reflect the move back into recovery since Version 2.1.Guidance refreshed in line with developments around staff testing since the last version was issued. Pre-deployment checks are now only required following deployment from an outbreak site.  * Requirement for staff cross deployed under DD or regional agreements to leave days between shifts removed. * Guidance around deployment from outbreak sites updated. * Shielding guidance updated in line with the community pause on shielding. |
| 4 | October 2021 | Language updated to move away from the previous position that cross site working should only occur in exceptional circumstances, and towards a position that is accepting that as prisons progress through the National Framework, cross site working will become more normalised and the focus must be on staff doing this safely and engaging with all available controls.Guidance refreshed in line with developments around staff testing since the last version was issued. This includes the rollout of DCT and RMT allowing staff to return to work following contact with a positive case. |

# Introduction

**Cross-site working** includes a wide range of different work situations, from operational staff being re-deployed to support another prison to staff whose jobs routinely require them to enter multiple sites. The term cross site working is applicable to both directly and non-directly employed staff for the purposes of this guidance. This is different to cross-deployment which means staff working temporarily in a different part of an establishment.

HMPPS have previously issued separate documents on cross-site working for operational staff and third sector/external agencies during COVID-19 restrictions. This guidance brings those two documents together. During the earlier phases of the pandemic where controls were more reinforced and we had fewer control mechanism in place to manage the risk of the virus, it was recommended that cross-site working should be minimised as much as possible. However, as we move through recovery towards Stage 1 and reform, cross site working will once again become necessary. Where staff are working across multiple sites, they should be provided with guidance on ways to minimise the transmission risk and protect themselves.

This guidance recognises the necessary increase in cross-site working and changing COVID-19 landscape. Clearly establishments have a duty to protect all staff (inclusive of non-directly employed staff), not just cross-site workers. However, working across multiple sites creates a specific risk as these staff can spread the virus between locations as well exposing those staff to increased contact opportunities, especially as we know the virus can be present without symptoms. The following suite of measures specifically for cross-site workers, will help to mitigate the risk of transmission between locations and individuals. The document is separated into guidance for operational staff deployed to support another site and staff working more routinely at multiple sites.

The guidance is in three parts:

1. Operational staff deployed to cover emergency staff shortages in outbreak sites.
2. Operational staff deployed under local and national DD arrangements.
3. Staff with cross-site managerial, advisory, support and assurance duties including those employed by third party agencies/organisations/partners.

The guidance within this document is applicable to establishments operating at all stages of the national framework. Where an establishment is required to regress a regime stage due to increased COVID risk, (or activate measures above baseline during Stage 1), a re-assessment of the suitability of cross site working during that period should be undertaken locally. Annex A also includes a template visitor form which establishments may wish to use when scheduling visits from third party agencies/organisations.

1. Emergency operational staff deployment

The most up to date Emergency Staffing Response Document provides more detail on the process surrounding emergency staffing and can be accessed via: https://hmppsintranet.org.uk/ersd-guidance/2020/05/29/cross-site-working/

Establishments may experience staffing pressures during outbreaks which require assistance from other prisons. The deployment of additional operational staff into the prison during an outbreak will operate at three levels. These are summarised below.

1. Regional flexible resource e.g. regional DST,
2. Local support from establishments within prison group
3. National detached duty

This document does not provide detailed guidance on the deployment mechanisms listed above, rather it focuses on protective measures which may reduce the risk of incursion at each level. Deployment could mean everything from covering individual shifts to re-deployment for periods of time to cover absent staff. This document is not intended to guide deployment decisions but the action to be taken on COVID control measures where those decisions have been taken.

Cross site working may present a risk of the virus being transmitted into other areas as staff return to home establishments, even if they remain asymptomatic. This document details measures that the receiving prison and the sending prison should take to minimise the risk of any individual deployed under regional support arrangements being asymptomatic but spreading the virus into their home establishment.

**Group/Local level deployment**

Decisions around group/local level deployment continue to be held by PGDs and PGDs continue to be able to facilitate redeployment across their sites where required. Where cross site working is necessary due to staffing requirements, effort should be made to reduce the necessity to re-deploy staff from high risk areas (see below). PGDs may wish to organise ‘buddy prisons’ to organise re-deployed staff to only work within set prisons and to limit movements as much as reasonably possible. Deployments from high risk sites such as outbreak sites should be avoided where possible. Where these deployments are required, they can be managed within group by the PGD.

**Protective measures within the outbreak site (during deployment)**

**Pre-deployment checks- To be completed by sending site only where the sending site is in outbreak**

In line with the NDD Guidance, in cases of DD deployment from an outbreak site the sending establishment must complete a pre-deployment checklist with the volunteer prior to deployment. This must cover the following areas:

* Does the volunteer have any of the following symptoms -loss of taste or smell/new continuous dry cough/high temperature? Yes/No*- If yes, the person should follow relevant NHS testing and isolation guidance and should not be considered for cross deployment (or BAU work) for 10 days from symptom onset.*
* Is the volunteer asymptomatic testing regularly for Covid-19 in line with HMPPS testing strategy?  Yes / No.  *If no, the DD cross deployment can still go ahead but the staff member should be reminded of the importance in engaging with regular testing, especially if coming from an outbreak site.  Where a staff member has received a PCR positive test result within the last 90 days, they should not take a PCR test but are still able to be cross-deployed and can utilise LFD testing options.* *If yes, they should be reminded to continue doing this at the receiving site.*
* Does the volunteer have any condition(s) that would prevent them from wearing PPE? *If Yes – do not deploy to an operational role at the receiving site*
* Is the volunteer part of an individual risk assessment as part of the returning clinically vulnerable staff group – *If Yes – carry out a manager review assessment prior to any deployment from the home site. Only deploy where risk is assessed as low* *and with the agreement of the volunteer.*
* Provide advice on transmission and staying safe. Ensure good awareness of all guidance and SOPs relevant to role.  Provide an opportunity for volunteer to ask questions about risk control and receive advice. If unsure, please seek further advice from the National DD team.
* Encourage uptake of both doses of vaccination/booster if offered and not yet fully vaccinated. Request confirmation that details have been loaded on SOP.

It is suggested that the same pre-deployment checks are carried out for staff deployed under regional or local arrangements when deploying from an outbreak site.

DD staff will wear FRSM masks at all times when in the receiving Prison (this is irrespective of the receiving Prisons local face mask strategy) or outbreak status.

**Reduced risk duties for staff covering short periods**

On arrival at the establishment it is accepted that staff on DD deployed for a protracted period will need to be available to undertake the full range of duties required of them. However, staff deployed from another establishment within region are likely to be deployed for shorter periods of one to fourteen shifts in a continued manner. Therefore, it is recommended that where possible those staff should not be deployed into the highest risk areas to minimise the risk of them contracting or transmitting COVID and needing to self-isolate on return to their home location. The highest risk areas will be specific to each site so must be identified locally, however as a minimum staff should not be deployed to the following areas where possible:

* Reverse Cohorting Units (RCU) (Where this is delivered in a specific wing/unit)
* Protective Isolation Units (PIU)) (Where this is delivered in a specific wing/unit)
* Units that have restricted access due to confirm cases
* Bed-watches or escorts involving a confirmed case.

Where possible cross-deployment of any staff between units should also be minimised but this should also apply to cross-deployed staff who should be utilised in the same role for the duration of their deployment wherever possible. Testing may be used to mitigate risk where this is necessary.

**Fluid resistant face masks (FRSM)**

Under the HMPPS Staff Face Mask strategy issued in October 2020 staff at all sites can wear FRSMs wherever they perceive there is a risk. Prisons can also mandate circumstances/areas where masks must be worn. In recognition of the heightened risk of cross-site working, staff deployed to an outbreak site on DD or under a regional or local agreement must wear an FRSM throughout their cross-deployment. Wherever worn, staff must ensure that the FRSM is applied, maintained and exchanged in adherence with HMPPS guidance.

**Testing**

When Detached Duty staff are working at their duty site, or when they are fulfilling their role at their home site, they present a similar risk of incursion. Detached Duty staff should therefore be encouraged to undertake the same level of testing being offered to the host site permanent staff. The receiving prison’s testing team should make contact with the member of staff as soon as possible following confirmation of deployment to inform them of the testing available in the prison, and how they should access it.

National Testing guidance continue to be accessible to all staff here and any updates to the guidance will be shared via this link,

Deployed staff should be reminded of the advice to take an LFD prior to attending the prisons. This can be obtained via the prison or community routes as normal. Participating in testing is not a condition of deployment. However, any staff with a positive Covid test result or displaying any Covid symptoms will not be able to be deployed and will be required to self-isolate as per existing policy. COVID status must be reported to the sending prison and home prison for data collection purposes. Any testing done at home during this time should be reported under the UON of the prison the member of staff is working at.

In line with existing policy, when staff become symptomatic or receive a positive test they must immediately isolate at the point the requirement is identified for a continuous period of time as notified by the contact tracing team.

HMPPS have recently published two models of testing to allow staff to remain at work following contact with a positive case, dependent on vaccination status. Detached duty staff who are affected should refer to the guidance available via this [link](https://hmppsintranet.org.uk/ersd-guidance/2020/04/28/staff-testing-in-england/) to determine if the options are suitable for them, working with both the sending and receiving site to keep them informed. This applies to all staff deployed either on NDD or as part of a regional agreement.

**Travel**

In line with the National Detached Duty Guidance, staff deployed from national resources may use their own vehicle and claim public transport rate mileage (26p per mile) if this is the preferred method of travel, even where public transport is readily available; or they may use a hire car.  Staff deployed to outbreak sites can claim standard rate mileage (45p per mile). Payment of the public transport rate does not in any way recognise the need for staff to use their private vehicle. This same provision is extended to staff providing cover on regional or local arrangements. Staff on DD are also permitted to remain at the DD location throughout the period of deployment and may remain at the DD hotel during rest days but may choose to return home. Any decisions around movements during the DD period must be subject to any potential reintroduction of national/regional restrictions. Staff deployed under a regional agreement will not routinely be provided accommodation unless by prior agreement with their PGD – for instance if the outbreak site is beyond daily travelling distance. Staff should refer to available guidance around car sharing.

**Personal responsibility**

Those staff deployed into an outbreak site on NDD or as part of regional support should recognise that in doing so and then returning to their home establishment there is a risk of them transmitting the virus. Volunteers should adhere to the COVID Infection Prevention and controls in place within the outbreak site, including social distancing and wearing PPE (additional to FRSM) when mandated. Staff must always also adhere to hand hygiene guidance and specifically that of social distancing where required. The controls in place will be specific to the level of the National Framework that the site is operating at and so deployed staff must familiarise themselves with controls in place. It is vitally important that all staff act responsibly whilst deployed in an outbreak site and in situations in between shifts. Staff must minimise contacts and adhere to any Government restrictions or regional / local restrictions affecting the location they are travelling from and the location the prison is based in. Staff should change out of uniform or work clothing before travelling and must wash clothing, equipment and themselves at the end of every shift wherever possible.

Because the virus can live on hard surfaces for up to 72 hours,staff are advised to minimise items of personal property taken into the outbreak site from outside (where not from an infected source a period of 48 hours is recommended). Staff must ensure their movements into and around the outbreak site are incorporated into the local record keeping for contact tracing purposes and engage with any contact tracing enquiries in line with HMPPS policy.

When staff become symptomatic or receive a positive test they must immediately isolate at the point the requirement is identified for a continuous period of time as notified by the contact team.

When staff are identified as a contact of a positive case via contact tracing or NHS Test and Trace, staff who are not fully vaccinated (defined as having received both doses of a Covid 19 vaccine plus 14 days) are required to isolate. Fully vaccinated individuals are no longer required to isolate in the event they are identified as a contact of a positive case. In the prison setting, they require additional testing. Two models of testing are available depending on vaccination status- Daily Contact Testing (DCT) and Risk Mitigation Testing (RMT) which can be made available to all staff. This applies to all staff deployed either on NDD or as part of a regional agreement.

Following Version 3 of this guidance, there is no longer a requirement for staff deployed under any agreements to leave days between shifts if they are not required continuously for a set period. However, where possible, staff should avoid working in multiple sites on the same day. Where this is unavoidable due to contract requirements or operational demand, risk should be mitigated by encouraging affected staff to engage with testing processes and all other relevant controls.

**Protective measures on return from an outbreak site**

**First 14 days following shift in outbreak site**

Staff who are deployed into an outbreak site **do not automatically need to isolate** upon their return provided COVID controls and existing measures for cross-site staff contained in this document are followed. Clearly if at any point the staff member has close contact with a confirmed case that is not mitigated by risk controls (see HMPPS Contact Tracing Guidance) and/or becomes symptomatic the current self-isolation protocol should be followed.

[Contact Tracing – Prisons Exceptional Regime & Service Delivery (hmppsintranet.org.uk)](https://hmppsintranet.org.uk/ersd-guidance/2020/06/12/contact-tracing/)

Staff returning to their home establishment or region **do not routinely need their duties changed**, however some establishments are placing staff temporarily on reduced risk duties or deploying them to lower risk areas for a period of 14 days from their last shift/duty in the outbreak site as a precautionary measure. Establishments may therefore consider avoiding deploying returning staff to an RCU, PIU or Shielding Unit. This is not mandated but can be operated locally if it is deemed necessary. Staff returning from detached duty should utilise the testing options available to them at their home establishment and must reminded of the increased risk posed by working in multiple sites

**Staff from outbreak sites**

Whilst not the primary focus of this guidance, the UKSHA recommendation is that staff from outbreak sites should not be cross-site working unless this is operationally imperative and cannot be avoided. Cross site working by staff from a site rated red by the HMPPS Heatmap Panel should be avoided wherever possible. This applies for the duration of the period of Red rating.

The HMPPS Heatmap can be accessed [here](https://hmppsintranet.org.uk/ersd-guidance/2020/09/28/heat-map-for-reverse-cohorting-requirements-to-review-regime/).

1. Operational Staff deployed under local and national DD arrangements

The most up to date version of the National Detached Duty (NDD) Process & Guidance can be accessed via: <https://hmppsintranet.org.uk/ersd-guidance/2020/05/29/cross-site-working/>

# Staff working routinely at multiple sites

This section covers a wide range of organisations and situations requiring cross-site working across multiple prisons. This includes directly or non-directly employed staff such as contracted providers of specialist services delivered under contract (e.g. healthcare staff) and their commissioners or contract managers, third-party staff and organisations such as family providers, dignitaries, Inspectorate teams, charities and all other visitors to a prison. This also includes directly employed staff whose contracts may require them to work routinely at multiple establishments (e.g Chaplaincy staff).

These individuals are staff and visitors who are visiting the prison or a commissioned service rather than a named prisoner or group of prisoners, and this guidance applies to such visits only, It does not apply to those visiting a prisoner in a social/legal or other official context,, (such as a visiting psychiatrist or investigating police officer). Procedures for legal visitors during COVID-19 are covered under a separate Exceptional Delivery Model (EDM), and not by this document.

**Determining who should visit a Prison during COVID-19**

All agencies should continue to liaise with local establishments to agree plans for staff working or visiting across multiple sites. A Governor or Director should not bar a contracted organisation or their commissioner/contract manager from working or visiting an establishment during COVID-19 even under outbreak conditions if doing so prevents them from operating a significant or vital service, however they can impose restrictions such as preventing access to a named part of a prison where an outbreak exists and with constructive liaison it may be possible to find ways for some parts of a service to be offered remotely. Local guidance from Outbreak Control Teams / Incident management teams should be followed.

National and local COVID controls remain dynamic and subject to change and it is important that sites and agencies work together to develop plans for operational delivery that are adaptable. Agencies should continue to ask those who are able to work from home to do so, as limiting the number of individuals entering an establishment is the best way to reduce the risk of transmission. This might extend to attending the site but relocating to facilities outside the fence where feasible. Where remote working is not reasonably practicable, establishments and partners should work together to agree localised plans. In such cases, the establishment should seek guidance from HMPPS COVID Gold and not automatically bar the organisation or its representatives. The over-arching principle remains that cross-site working should be minimised to business-critical situations.

As establishments progress through the National Framework and regimes continue to expand, home working may become less practicable for agencies and staff and working within establishments may become more routine. As above, individuals should adhere to the COVID and Infection Prevention and Control measures in place within the site, including social distancing and wearing PPE when mandated. The controls in place will be specific to the level of the National Framework that the site is operating at and the outbreak status; individuals must familiarise themselves with controls in place.

**Considerations for the visit**

In situations where a cross-site worker needs to come to the establishment, establishments should refer to the considerations below. These considerations are generic and recognise that national guidance cannot be provided to cover every site-specific eventuality and risk. Agencies and organisations will be required to undertake their own risk assessments and produce their own procedures for their staff working in each prison they operate in as those staff are working in the prison as an extension to their organisation’s workplace, as a representative of that organisation. However, organisations are advised to ensure that their policies mirror the aspirations and expectations of the equivalent HMPPS SOPs and other local H&S risk assessments as much as possible to prevent conflict or inconsistency between partners.

**Prior to visit**

Organisations must as a minimum avoid staff going into multiple sites on the same day wherever possible. Where this is unavoidable due to contract requirements or operational demand, risk should be mitigated by encouraging affected staff to engage with testing processes and all other relevant controls. Staff must also share the details of their visits with the establishment HRL and inform them of movements within the prison and locations visited during their visit.

Cross-site workers cannot enter the prison under any circumstance even if the site is a pre-existing outbreak site if they are symptomatic or have a positive test but no symptoms (asymptomatic). Under all these circumstances, failure to disclose and failure to isolate carries a community fine under NHS test and trace procedures. It is the responsibility of all cross-site workers to declare any symptoms and before their visit to the site. Any directly employed HMPPS staff who work across sites can face sanctions under the Conduct and Discipline PSI for failing to disclose a positive test or symptoms before entering the prison. Partner agencies are expected to ensure all staff are aware of reporting requirements and are briefed on the need for adherence to this measure. When made aware that a non-directly employed member of staff has attended a site and failed to report a test or symptoms will be reported to the employer and commissioner.

Individuals who are close contacts of a positive case/ ‘Pinged’ individuals can attend the workplace if fully vaccinated (RMT is available). Those not fully vaccinated can attend work and undertake DCT (providing the positive case is not from within the same household as an individual who is not fully vaccinated) .

It is also the responsibility of the individual and the organisation to adhere to any live Government guidance in relation to travel – both the method of transport and travel between areas.

**Testing**

Prisons have Asymptomatic Testing Sites (ATS) available for use by visitors/cross-site workers if they are not already accessing testing via the community/self-collect (home) testing. These testing services are available for directly and non-directly employed staff. Any visitors should be encouraged to test at home prior to the visit.

National Testing guidance continue to be accessible here and any updates to the guidance will be shared via this [link](https://hmppsintranet.org.uk/ersd-guidance/2020/04/28/staff-testing-in-england/).

**One off visit**

Prior to one-off pre-planned visits, such as those by PGD representatives, assurance leads, HQ staff or scrutiny bodies, colleagues are asked to notify the prison in advance wherever possible. We recognise this is not universally possible, such as in cases of unannounced inspections. However it is good practice for the establishment to be notified in advance of a one-off visit by cross-site working staff. This enables the establishment to notify staff of their local COVID controls and requirements, such as controls on personal possessions and any sharing of COVID workplace risk assessment information relevant to the visit. For staff (inclusive of HMPPS and external staff) who are not attending on an emergency or critical timing basis, the visit should be agreed in advance with the Governor and confirmed one day in advance of the visit to assess changed risk and confirm the visit is reasonable.

Prior to the visit, the visitor and their host must set out which parts of the prison are to be visited, the kind of work to be done and the groups and individuals most likely to be in contact with the visitor to any substantial degree. Additionally, the work location, layout and precautions around the visitor both for their benefit and of those around them must be stipulated. This plan must include and Infection Prevention and Control measures including hand hygiene, testing and PPE requirements.

**During visit/shift**

In all cases staff entering a prison must minimise, so far is reasonably practicable the items of personal and work property brought into the establishment to prevent transmission of COVID19 into the establishment. Local controlled item regulations vary between establishments so agencies must liaise with the establishment to ascertain and adhere to any local security restrictions, including local rules on medication, currency, liquids or clothing must also be followed. UKHSA advice suggests that the virus can live on surfaces for up to 72 hours therefore visitors must wash/disinfect any items that are brought into multiple sites (such as bags or approved IT equipment) in between each visit. Hard surface items can be disinfected with a general-purpose disinfectant or a sterile wipe containing a minimum of 60% alcohol content.

Social Distancing requirements are dependent on the regime stage of the establishment. Cross site workers should familiarise themselves with the procedures in place at the establishment and adhere to them at all times during the visit.

Visitors who note that there is a consistent absence of adequate precautions should report these to the person in charge of the area or visit.

**FRSMs**

HMPPS launched a face mask strategy for all staff in October 2020 which remains in place. The requirements at Stage 1 establishments differ from those operating at higher stages and as such, there will be variability in general use between sites. Under general provision all HMPPS staff, non-directly employed staff and third sector or charity staff are mandated to wear a Fluid Resistant Surgical Mask (FRSM) which is medical-grade PPE in any area where this is mandated locally around the site (or via a National SOP). The model mandates some areas across all prisons, prisons also have the autonomy to mandate others locally. In all areas a member of staff can opt to wear their FRSM if they wish to, even if not mandated however they cannot opt out of wearing one in an area where it is mandated. The FRSM is mandated in areas where a risk is identified, nationally or locally and as such staff cannot opt out of protective measures. Staff with a medical condition that precludes them from wearing an FRSM should raise this with the agency they work for and engage with the local establishment H&S lead to determine whether a reasonable adjustment can be made. All staff are required to wear the HMPPS-provided FRSMs which will be freely available for use in all areas of the prison. Staff cannot bring and wear their own masks from outside the establishment unless they have been sourced from HMPPS’s PPE stock. Further information can be found in the HMPPS Staff Face Mask Strategy, available from each establishment. Access to FRSMs for non-directly employed staff is set out within the Face Mask strategy.

**Shielding staff**

Following the cessation of shielding in the community, HMPPS have revised the shielding guidance for staff. This is available at:

[Staff – Family Shielding & Vulnerable Staff – Prisons Exceptional Regime & Service Delivery (hmppsintranet.org.uk)](https://hmppsintranet.org.uk/ersd-guidance/2020/04/15/staff-family-shielding/)

**Personal responsibility**

Those staff entering a prison who work in multiple sites must recognise that in doing so they introduce a risk of contracting and transmitting the virus and may be at increased risk of serious illness. It is vital that staff adhere to every COVID control in place within the site. It is vitally important that cross-site working staff act responsibly in establishments and in between visits. Staff must minimise contacts and adhere to any Government tier-based restrictions or regional restrictions affecting the location they are travelling from and the location the jail is based in. Staff must wash clothing, equipment and wash themselves at the end of every visit wherever possible. They must be aware of the requirement to follow Infection Prevention and Control Measures such as handwashing and cleaning.

Staff must ensure their movements into and around each site are incorporated into the local record keeping for contact tracing purposes and engage with any contact tracing enquiries in line with HMPPS policy.

**Further information**

This guidance has been produced based on current information as at October 2021, however the position in regard to cross-site working is changing rapidly. This guidance will be kept under review and will be updated as the situation changes, as promptly as is practicable. We therefore recommend that any individuals or agencies with further questions direct these to the HMPPS COVID Gold Command, Prison Regime Management Team at:

[COVID19.RegimesOpsGuidance1@justice.gov.uk](mailto:COVID19.RegimesOpsGuidance1@justice.gov.uk)

# Annex A – Visitor Form

**HMPPS COVID-19 Surveillance - Visitor Form**

The health and safety of our employees, prisoners, families and visitors remains the top priority at **XXPRISON NAMEXX**. As the COVID-19 situation continues to evolve globally, we’re asking you to complete this visitor surveillance prior **to your arrival** on site to help prevent the spread of COVID-19. The completed form should be returned to your host before your visit via email.

**You are also required to bring a signed copy to site on the day of your visit.**

Answering ‘yes’ to any of the questions listed below will not automatically result in your visit being cancelled, however we may need to ask you for more information to make a decision about whether to visit can go ahead. In this instance we will contact you to discuss this prior to your visit.

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| **Visitor Name:** | **Visitor Mobile/Home Phone Number:** |
| **Visitor Company/Organisation if applicable:** | **Host:** |
| **Date of visit:** | **Time of visit: AM and PM** |

While on our premises, we require you to follow our National and Local COVID-19 measures and Safe Systems of Work. Your host will explain these in relation to your visit. Please exercise safe social distancing and wear a face mask where it is not possible to retain social distancing measures in line with the guidance provided to you by our site team. Please be advised we do have some mandatory face mask areas which are clearly marked with signs.

We ask that you do not shake hands and refrain from all other forms of physical contact as this breaches social distancing guidelines. We ask all visitors to comply with the current Government health guidelines and to frequently and thoroughly wash your hands. We require visitors to always wash hands on arrival and departure and where possible carry and use hand sanitiser when hand washing facilities are not available (Please note that alcohol hand gel must be securely stored and not made freely available to prisoners). Please be advised that Prisons may carry out an indicative temperature check of visitors entering the premises.

If you use any PPE, please dispose of it in the clinical bins provided and then wash your hands We ask that you limit the items you bring into the establishment to those that are essential and ensure that these are cleaned before and after your visit with a general-purpose disinfectant or alcohol wipe.

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| **SELF-DECLARATION BY VISITOR** | |
| **If you answer ‘yes’ to questions 1-6 please do not attend the establishment as you will be refused entry.** | |
| 1 | Have you received a positive COVID-19 test result within the last 14 days?  ☐ Yes ☐ No |
| 2 | Have you been in contact with someone who has received a positive COVID-19 test result within the last 14 days?  ☐ Yes ☐ No |
| 3 | Have you been in contact with someone who may have been exposed to COVID-19 within the last 14 days, and or been contacted by a test and trace adviser?  ☐ Yes ☐ No |
| 4 | Have you, or anyone you have been in contact with experienced any of the following symptoms; within the last 14 days?   * High temperature * Dry, persistent cough * Anosmia – loss of taste and smell   ☐ Yes ☐ No |
| 5 | Have you been asked to self-isolate by NHS Track and Trace within the last 14 days?  ☐ Yes ☐ No |
| 6 | Have you in the last 14 days travelled abroad to a Country On the Red list?  ☐ Yes Please state Country:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ No |
| 7 | Have you visited any facility or location with confirmed Covid-19 Cases within the last 14 days?  ☐ Yes ☐ No |

On arrival at HMP XXPRISON NAMEXX you will be asked to confirm these details are still correct and submit a signed copy to your host.

**Entry to XXPRISON NAMEXX** Approved Denied

**Signature (Host):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be used if visitor on site over several consecutive days:

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| --- | --- | --- | --- |
| Signature/Date | Signature/Date | Signature/Date | Signature/Date |
|  |  |  |  |

This form should be kept no longer than 21 days after completion of the visit.