



1 Covid 19 Procedure

Please do not attempt to attend the BAO if you are showing any symptoms of COVID- 19.

Key messages

The three main symptoms of Coronavirus are

- A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Fully vaccinated individuals.

- Should you show symptoms of Coronavirus you should start the self-isolation period (10 days) and arrange a PCR test
- If your PCR test result is positive you should continue to self-isolate for 10 days from when your symptoms had started
- Stop isolating after the 10-day period if your symptoms are gone, or if the only remaining symptoms are a cough or loss of taste and smell
- If you live with or meet anyone with COVID – 19 symptoms and you are not showing symptoms you do not legally have to self – isolate, however it is advised that you take a PCR test.

Partially vaccinated or unvaccinated

- If you live with or meet anyone with COVID – 19 symptoms and you are not showing symptoms you will have to isolate for 10 days and will have to take a PCR test.
- Should you **show symptoms** of Coronavirus you should start the self-isolation period (10 days) and arrange a PCR test
- If your PCR test result is positive you should continue to self-isolate for 10 days from when your symptoms had started
- Further guidance is available at <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

With social distancing being one of the measures designed to reduce risk, the BAO have implemented a strict entry to site process for when staff, visitors, contractors, and tenants are entering site.



Implementing staggered entry times allows the BAO to reduce traffic build up at both entrances into the building.

At times individuals may have to wait to enter the building with the possibility of having to queue to enter site, social distancing signage will be located on the floor of the queuing area where possible please keep a 2-metre distance.

Only one person is permitted to enter site at any given time, there will be no exceptions given

1.1 Birmingham Assay Office tenants

Wearing a face mask on site is optional

When Arriving at site please use the social distancing floor signage and if necessary, form an orderly queue on Icknield Street.

At the Icknield Street entrance there is a traffic light indicator, the indicator will turn red when an individual has entered the internal airlock door, the indicator will turn green once the airlock has become vacant, only when the indicator is green should an individual enter the internal airlock

1.2 Birmingham Assay Office visitors

Wearing a face mask on site is optional

A copy of this COVID-19 procedure will be issued by the relevant BAO contact prior to any visit

Using the intercom station on the Icknield Street entrance door, the security team will instruct you on the next step of the process.

At the Icknield Street entrance there is a traffic light indicator, the indicator will turn red when an individual has entered the internal airlock door, the indicator will turn green once the airlock has become vacant, only when the indicator is green should an individual enter the internal airlock

It is preferred that you give 24-hour notice of your arrival to site in the form of an email to the relevant individual you are visiting.

1.3 Birmingham Assay Office Contractors, Valuers and Consultants.

Wearing a face mask on site is optional

A copy of this COVID-19 procedure will be issued to Contractors by the relevant BAO contact prior to any visit

This COVID-19 procedure will be made available to Valuers and Consultants via SharePoint and department managers or the relevant BAO contact

Using the intercom station on the Moreton Street entrance door, the security team will instruct contractors on the next step of the process.

At the Moreton Street entrance there is a traffic light indicator, the indicator will turn red when an individual has entered the internal airlock door, the indicator will turn green once the airlock has become vacant, only when the indicator is green should an individual enter the internal airlock



It is preferred that you give 24-hour notice of your arrival to site in the form of an email to the relevant individual you are visiting.

Contractors, visitors, building tenants and members of staff who have entered the building using the Moreton Street entrance, will leave through the Moreton Street entrance, individuals will be required to pass through a security search procedure (see section 4.3 & 4.5 security procedure).

A maximum of 3 individuals will be permitted to enter the search area at a time, the security team will ask any individual who is seen to be breaching this rule to leave the search area, whilst carrying out the search procedure the security team will wear a face mask or visor.

Only one person at a time will be permitted to enter the Icknield Street airlock entrance when leaving site.

1.4 Thermal Screening Process

When entering site individuals will be required to pass through a thermal screening process, the system uses facial recognition software and scans an individual to obtain their body temperature, this process can take up to 30 seconds.

The thermal screening unit is located on the wall of the airlock entrance, individuals will be required to stand in front of the thermal screening unit allowing the system to scan your head to obtain body temperature.

Once this process has been completed the thermal screening unit will give the individual the result of their scan, should your temperature be lower than 37.7 degrees Celsius the airlock doors will release, and you will be able to access site.

Should your body temperature exceed 37.7 degrees Celsius the airlock doors will remain closed and will block access to site, you will be asked by the security team via intercom or in person to leave the site for 15 minutes and return for another scan to see if normal body temperature has been restored.

If the individual's body temperature remains above the threshold you will not be permitted to enter site, and the security team will ask you to leave site and return another day once your temperature is normal.

The security team will inform the line managers that a member of their team has failed the thermal screening process.

The security team will inform the nominated contact of visitors or contractors that have failed the thermal screening process.

The security team will inform the relevant contact should a building tenant fail the thermal screening process.

1.5 Signing in

When an individual has passed through the thermal screening process, contractors' visitors and tenants will be required to sign in using the IPAD tablets situated in the Icknield Street reception area and the Moreton Street entrance.

To avoid a build-up of individuals in one area, the BAO representative organising the visit will send the security team details of the individuals attending site, and they will then pre-register the group. (see Sign in Work Instruction)



The system has a contactless sign in option, to use this option open the camera on a mobile handset and scan the QR code on the right-hand side of the IPAD screen and follow the instructions on the mobile handset.

You will be required to confirm that you have read and understood the requirements of this COVID-19 procedure.

1.6 Travelling around the site

The BAO operates a one-way system in many areas of the site: staff, visitors, contractors and building tenants must always follow the one-way system.

The only exceptions to this rule will be Maintenance, Security, and the Contract Cleaners, as at times these roles require quick access to certain areas within the business that require instant attention.

Security have authorisation to challenge any individual who is seen breaching the one-way system, repeat offenders who continue to breach the one-way system will be recorded on the security daily report and the relevant line manager, BAO representative or building contact will be informed of said breach.

1.7 On Site facilities

Our social distancing guidelines require that only Two people at a time will be allowed to enter the toilets.

Before entering these areas, individuals will need to use the vacant/engaged sign located on each door, changing the sign to engaged when the room is in use and changing the sign to vacant when an individual leaves the room.

1.7.1 Birmingham Assay Office tenant toilet locations

First floor, ground floor and lower ground floor Icknield Street stair core

1.7.2 Birmingham Assay office visitor toilet locations

First floor Icknield Street stair core and ground floor hallmarking area

1.8 Hygiene

Wherever possible individuals should wash their hands regularly using hand soap provided in the toilets, wash hands thoroughly for at least 20 seconds.

Hand sanitiser stations are accessible across the site

Anti- Viral spray has been supplied to each department across the business, this should be used to wipe down any workstations that have been used and it is the responsibility of everyone to clean their own workstations on a regular basis.

1.9 Reporting Symptoms

It is the responsibility of the individual reporting COVID 19 symptoms to seek medical advice.

Where possible the individual should send COVID 19 test results to their line manager who can then determine whether the individual can return to site.



It is the responsibility of the building tenants to report any potential cases of COVID 19 to the Head of Facilities this includes tenant visitors and contractors.

Contractors and visitors who feel unwell or who are showing symptoms of COVID–19, or who subsequently receive a positive test result for COVID-19 should immediately inform the relevant BAO contact.

Any BAO personnel who are informed by a contractor or visitor of COVID-19 symptoms or positive test result will immediately inform the Head of Facilities.

Should the BAO encounter a confirmed COVID-19 case, or a positive test result all appropriate actions will be taken.

1.10 Personal Responsibility

All BAO staff, building tenants, visitors and contractors are personally responsible for their own health and safety, it is imperative that individuals are transparent and are empowered to challenge any individual when witnessing a breach of this procedure. All personnel must recognise the individual and collective responsibility to adhere to and enforce this procedure for the safety and welfare of all.

Any concerns, issues, or queries in respect of the COVID- 19 procedure and associated safety measures should be reported to the Head of Facilities or the Engineering Manager.

1.11 Additional First Aid measures during the pandemic

Qualified first aiders must:

- Follow standard infection control procedures
- Protect yourself if you are classed as vulnerable by agreeing to a suspension of your First Aid provider availability until fully vaccinated.
- Hands must be washed before and after administering first aid
- All persons must be treated as a suspected case
- First aid must be administered in a separate area where possible
- Additional PPE must be worn, disposable gloves, face visor, eye protection, and a disposable apron
- In a suspected cardiac arrest case, you must not feel for breathing by putting your face close the person's mouth. Compression CPR must only be applied.
- For minor injuries i.e., cuts and abrasions, the injured party should apply their own dressing under the guidance of the first aider.
- All first aid equipment needs to be sanitized after use

All PPE can be found in the First Aid Room located on the 1st floor canteen circulation corridor