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Updated March 2021

COVID-19 – Exiting Lockdown

Guidance for businesses

for operation under
Recovery Stage 2



States of Guernsey
Public Health Services

[gov.gg/coronavirus](https://www.gov.gg/coronavirus)



Guiding principles

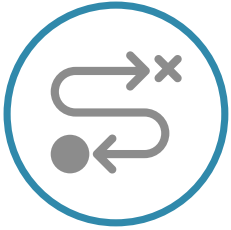
Guiding principles

The exit from lockdown framework is designed to reduce, as far as possible, the transmission of COVID-19 within the community by **reducing contact between households** with the view of:

- ✓ Reducing the risk of COVID-19 related mortality, and
- ✓ Protecting limited health and care infrastructure most significantly intensive care capacity.

Consideration also needs to be given to minimising, as far as possible, the economic and social impacts caused by the lockdown restrictions. Therefore in the context of exiting from lockdown, the objectives are threefold:

- ✓ To **open up the economy** as quickly and safely as possible **prioritising those businesses that are not able to work remotely**; and
- ✓ **To do so in a way which contains the virus** to the extent necessary to protect the limited health and care infrastructure thereby reducing the risk of COVID-19 mortality and the longer-term impacts on those infected;
- ✓ To ensure that any steps taken to achieve the above are evidence-based and proportionate to the risks posed.



A Framework for Exiting Lockdown

Easing lockdown will take place on a staged basis, increasing the number of businesses allowed to operate and the social, cultural and recreational activities permitted as the Bailiwick's circumstances change. The stages are:



Full Lockdown

23rd January 2021 to 22nd February 2021



Recovery Stage 1

Resumption of low risk activities - 22nd February 2021



Recovery Stage 2

Resumption of medium risk activities – date TBC for Guernsey, 25th February 2021 for Sark, 2nd March 2021 for Alderney.



Recovery Stage 3

Resumption of all on-island activities - TBC

At each stage, the emphasis will be on **mitigating the risk of virus transmission** increasing to a level which would be unmanageable in the Bailiwick context.

This means that the first steps taken will be to allow the resumption of **low risk activities**; that is activities which are not considered to significantly increase transmission levels. Higher risk activities would be able to resume once those certain public health indicators that give an indication of risk in the wider community are met.

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Recovery Stage 2

Resumption of medium risk activities based on a low risk of uncontained community transmission

A. Principles that businesses must follow during this stage:

- ✓ **A key message is that businesses should encourage their staff to continue to work from home where it is possible to do so.**
- ✓ Your business may operate subject to certain mitigations and adherence to public health guidelines. The only exception will be nightclubs which will not be permitted to open until Stage 3.
- ✓ There is a limit on gatherings as follows:
 - Up to 20 persons in an indoor controlled working environment.
 - Up to 30 persons in an outdoor working environment.
 - Up to 20 persons for an organised indoor recreational event.
 - Up to 30 persons for an organised outdoor event.
 - No more than 10 persons at a table for restaurants/cafes.
- ✓ Those businesses that can demonstrate an operational need to exceed the limit of 20 persons working indoors or 30 persons working outdoors, may apply for an exemption to permit larger numbers to work on the premises. These will only be permitted where a method statement has been approved and where the premises are of sufficient size and have the facilities to meet social distancing and hygiene requirements.
- ✓ Licensed premises and restaurants will only be able to operate if they can provide a table service with food. Cafes and kiosks may serve refreshments only without the need to serve food, but must still operate a table service.
- ✓ Businesses will be required to keep records of persons present on the premises, unless a business is operating in an 'uncontrolled' environment (e.g. large retail stores) and be able to demonstrate that they are working to a clear method statement.

✔ Business are expected to operate responsibly in the interests of the community as a whole, with a particular emphasis on ensuring all individuals displaying symptoms, however mild, stay at home.

✔ **There will be a requirement for businesses to notify the States of Guernsey of their intention to operate and to maintain records, demonstrating that they are working to a clear method statement (See below for more information on method statements and how to apply for an exemption). Businesses should follow this link: gov.gg/covid19businessnotification to register. You do not need to notify again if you have submitted a notification for Stage 1.**

B. Check list for businesses considering operating under stage 2.

You must satisfy ALL of these conditions in order to be able to operate.

✔ Is your business a nightclub? If so you will not be able to operate your business during this stage.

✔ There are strict limits on the operation of indoor gyms and swimming pools. There is a separate Guidance document covering detailed requirements for these businesses. Please see "Guidance Note for Sport, Physical Activity and Recreation".

✔ Can you ensure that you are able to limit gatherings to a maximum of:

- Up to 20 persons in an indoor controlled working environment, unless a method statement has been agreed by the Environmental Health Department

- Up to 30 persons in an outdoor working environment, unless a method statement has been agreed by the Environmental Health Department
- Up to 20 persons for an organised individual indoor recreation event
- Up to 30 persons for an organised outdoor event
- No more than 10 at a table for restaurants / cafes and food must be served

✔ Are you able to implement a record keeping system of persons present on your premises?

✔ If you operate licensed premises, restaurants/food establishments/ pubs, including hotels, are you able to serve food with table service only?

- ✓ Can you demonstrate that you are able to operate your business according to a clear method statement?
- ✓ Are you able to ensure that you can provide adequate ventilation to your premises to ensure flow of fresh air (e.g. by opening doors and windows)?
- ✓ Can your business ensure social distancing of a minimum 2m for all employees across the entire site? (There are specific provisions for businesses who require close contact with clients – please see the relevant section below.)
- ✓ Can you provide sufficient handwashing and/or hand sanitiser facilities for your staff and persons visiting the premises? Do you have method statements to control access to these and ensure hygiene stands are maintained?
- ✓ Are all employees able to adhere to the current mandatory requirements and recommendations for wearing of face coverings at all times?
- ✓ Are you able to ensure increased vigilance and awareness of symptoms of COVID-19 and ensure that individuals displaying symptoms, however mild, stay at home?
- ✓ Have you notified the States of Guernsey of your intention to operate and to maintain records, demonstrating that you are working to a clear method statement.
Businesses should follow this link: gov.gg/covid19businessnotification to register. You do not need to

notify again if you have submitted a notification for Stage 1.

Other measures will be necessary for the use of communal staff rooms/ kitchens, which businesses must follow:

- ✓ No food should be prepared in the staff room.
- ✓ Beverages can be prepared subject to strict hygienic precautions.
- ✓ Staff should only use their own utensils and wash these themselves or place in a dishwasher.
- ✓ Staff using the communal staff room should adhere strictly to social distancing of 2 metres.
- ✓ The room should be well-ventilated.
- ✓ Time spent in the staff room must be limited to a maximum of 15 minutes.
- ✓ Employers must ensure that employees work and remain in defined work groups.
- ✓ Staff must drink their beverage or eat their food at their workstation, if possible.
- ✓ Workplaces must have evidence of rigorous daily cleaning programmes, including the cleaning of workstations and equipment.
- ✓ Records are maintained of which employees are working each day and the details of any off-site visits.

C. Social Distancing Requirements

During Stage 2, a differentiation needs to be made between controlled and uncontrolled environments:

Uncontrolled environments – e.g. parks and beaches. When out and about, keep at least a 2 metre distance from people you don't know. This is because no record of attendance can be kept.

Controlled environments – e.g. these include places such as, places of recreation and sports teams training sessions where a record of attendance is kept. Keep at least a 1 metre distance between people you don't live with or who are not part of your extended bubble in Stage 2 – although it would be preferable to aim for 2 metres social distance.

In addition:

Numbers allowed on premises may be limited by the size and configuration of the premises, which may require changes to maintain social distancing. There are however limitations on 'gatherings' – which are limited to 20 indoors, and 30 outdoors. Employers and establishments are asked to maintain records of people visiting the premises, including staff, clients, delivery personnel, and other visitors, as well as the details of off-site visits by staff. In the event that a positive COVID-19 case is identified and linked to the club/association/facility, there will be a requirement to provide a full list of contacts.

Businesses who maintain contact details of persons attending premises should comply with data protection considerations.

If you are a business who will be operating as a controlled environment within Stage 2 of the 2021 Exit from Lockdown framework, you will be required to collect information from your customers and others visiting your premises in order to assist with contact tracing. With this, comes certain data protection obligations. As a business collecting personal data you are a data controller and you will need to be registered as such with the Office of the Data Protection Authority (ODPA) if you don't already hold a registration. This can be achieved by following the process on the ODPA's website at [registrations.odpa.gov.uk/](https://www.odpa.gov.uk/registrations).

When collecting personal data from people, you should take steps to ensure the information you are collecting cannot be viewed by other individuals and you should also be able to provide customers and others with advice on how their information will be handled. To assist you to do this, a [sample privacy notice](#) and [sample data collection form](#) have been provided which can be edited with the details of your business. Further information as to your obligations as a data controller can be found [odpa.gov.uk/](https://www.odpa.gov.uk/).



Considerations and specific requirements for certain industry sectors

ALL businesses should first ensure they meet the check list criteria set out above in section B. Set out below are guidelines and considerations applicable to certain industry sectors.

Office-based businesses

Homeworking should still be encouraged as the preferred method of working. Office based businesses must continue the majority of activity from home.



Where necessary for the functioning of the business a staff presence up **to a maximum of 20** people will be allowed in offices, under the following restrictions:

- **Businesses must ensure they can comply with all of the conditions set out in the Stage 2 checklist (Section B) above.**
- The site can be operated in such a way as to ensure staff can work safely while maintaining social distancing of co-workers of at least 2m at all times. Gatherings must be limited to a maximum of 20 persons. Note: Premises that have the space to meet social distancing requirements may be able to have more than 20 persons present on the premises, subject to submission and approval of a suitable method statement. Staff numbers will be dependent on the size of the premises and the ability of the business to ensure social distancing and hygiene requirements. Businesses who wish to apply should email **trade@gov.gg** in the first instance.

- Employers must ensure that employees work and remain in defined work groups, and that social distancing, hand hygiene and wearing of face-masks is maintained.
- Shared facilities such as kitchens, site offices and toilets are used by no more than one person at a time and must be regularly cleaned and disinfected in accordance with public health guidelines. Care should be taken to avoid the sharing of utensils.



Where appropriate, members of the public may attend office buildings for appointments, subject to prior bookings being made and social distancing being maintained. Records of attendees must be kept.

Construction trades

Building and other trades are permitted to increase their activity for outdoor and indoor work. However:



Businesses will need to ensure that they can comply with all the conditions set out in the Stage 2 checklist (Section B) above.



A maximum of 20 persons are permitted in an indoor controlled environment and 30 outdoors. Note: Premises that have the space to meet social distancing requirements may be able to have more than 20 persons present on the premises, subject to submission and approval of a suitable method statement. Staff numbers will be dependent on the size of the premises and the ability of the business to ensure social distancing and hygiene requirements. Businesses who wish to apply should email **trade@gov.gg** in the first instance.



Indoor building and allied work within occupied houses by a limited number of tradesmen may be permitted under strict hygiene requirements, unless

- Either those attending the household or anyone resident in it has or has had any symptoms consistent with of COVID-19 within the last 48 hours.

- Anyone in the household is under a compulsory isolation order.
- Anyone in the household is considered medically vulnerable.

This now includes trades such as carpet fitters, curtain fitters, alarm companies, audio visual companies.

If the house or premises is **unoccupied** more workers can be on site (subject to the limit on gatherings of 20 persons), as long as social distancing of 2 metres is maintained, unless closer contact is required on an ad-hoc basis for Health and Safety reasons, for example lifting a heavy object.

Building wholesale and supply

Building wholesalers may be permitted to increase the activity on their site.

- ✓ **Businesses will need to ensure that they can comply with all of the conditions set out in the Stage 2 checklist (Section B) above.**
- ✓ A maximum of 20 persons are permitted in an indoor controlled environment. Note: Premises that have the space to meet social distancing requirements may be able to have more than 20 persons present on the premises, subject to submission and approval of a suitable method statement. Staff numbers will be dependent on the size of the premises and the ability of the business to ensure social distancing and hygiene requirements. Businesses who wish to apply should email **trade@gov.gg** in the first instance.
- ✓ Premises may now open to the public with restrictions on the numbers of people permitted as currently applied in food retail. 2 metre social distancing to be maintained at all times, and large premises should consider the use of one way systems

Vehicle servicing and sales (including cars, bikes and marine)

Vehicle servicing and sales may be permitted to increase the activity on their site.

- ✔ **Businesses will need to ensure that they can comply with all of the conditions set out in the Stage 2 checklist (Section B) above.**
- ✔ A maximum of 20 persons are permitted in a controlled indoor environment. Note: Premises that have the space to meet social distancing requirements may be able to have more than 20 persons present on the premises, subject to submission and approval of a suitable method statement. Staff numbers will be dependent on the size of the premises and the ability of the business to ensure social distancing and hygiene requirements. Businesses who wish to apply should email **trade@gov.gg** in the first instance.
- ✔ Premises may now open to the public with restrictions on the numbers of people permitted as currently applied for non-essential retail (see below). 2 metre social distancing to be maintained at all times.

Manufacturing and warehouse activities

Businesses may be permitted to enhance their activities.

- ✔ **Businesses will need to ensure that they can comply with all of the conditions set out in the Stage 2 checklist (Section B) above.**
- ✔ A maximum of 20 persons are permitted in a controlled indoor environment. Note: Premises that have the space to meet social distancing requirements may be able to have more than 20 persons present on the premises, subject to submission and approval of a suitable method statement. Staff numbers will be dependent on the size of the premises and the ability of the business to ensure social distancing and hygiene requirements. Businesses who wish to apply should email **trade@gov.gg** in the first instance
- ✔ 2 metre social distancing must be maintained, unless closer contact is required on an ad-hoc basis for Health and Safety reasons, for example, lifting a heavy object.

Non-essential retail outlets, garden centres and other businesses

All public facing non-essential retail businesses, including hairdressers and beauticians, may re-open, subject to continued cleaning and hygiene requirements in place.

- ✓ Businesses will need to ensure that they can comply with all the conditions set out in the Stage 2 checklist (Section B) above.
- ✓ More specifically, a differentiation needs to be made between controlled and uncontrolled environments:
 - Uncontrolled environments — e.g. supermarkets and other retail outlets, shops, parks and the beach. When out and about, keep at least a 2 metre distance from people you don't know. This is because no record of attendance can be kept. Furthermore if a gym or sport facility cannot keep a record of attendance with details of timings and use of gym equipment, then a 2 metre social distance should be maintained.
 - Controlled environments — these include places such as work, church, clubs/groups, recreation and sports teams where a record of attendance is kept.
 - For gym and sport classes, social distancing should aim for 2 metres.
 - In some circumstances social distancing is difficult, for example in hairdressers. Here direct contact should be minimised as much as possible. Businesses should ensure records of attendees are maintained.
- ✓ Restrictions on the numbers in any premises (of customers and staff) will be necessary to comply with social distancing and the limit on gatherings of 20 people indoors.
- ✓ Some business elements may be restricted if they present a particular risk (for example changing rooms may be closed, fitting of clothes or activity that requires physical contact will be restricted).

Restaurants, hotels, cafés and pubs serving food

Will be permitted to open to serve food providing a seated, table only service (no standing in bar areas or serving areas) with social distancing and hygiene and cleanliness requirements, both in public-facing areas and kitchens. Licensed premises can only serve alcohol with food.

- ✓ **Businesses will need to ensure that they can comply with all of the conditions set out in the Stage 2 checklist (Section B) above.**
- ✓ Social distancing of 2 metres should be maintained where possible, but a minimum of 1 metre is permissible
- ✓ **There may not be more than 10 people seated at any one table**

In restaurants, cafes and pubs, the following needs to be adhered to:

- ✓ **Table service with food only is permitted. No bar / counter service or standing at bars / counters. For Licensed premises, alcohol may only be consumed with food.**
- ✓ Cafes and kiosks may serve refreshments only without the need to serve food.
- ✓ There needs to be at least 2 metre between tables. If possible, aim for 1 metre between people sitting at the table if not from the same household or extended household bubble.
- ✓ All facilities are subject to increased hygiene measures in guest rest rooms and for staff. **Procedures will need to be in place for cleaning of toilets and restricting access to toilets.**
 - **Restaurants, pubs and cafés need to keep a list of people using their premises, to include the table each individual was sitting at and the timing of this. These records should be kept for 14 days.**
 - Al fresco dining is encouraged (maximum of 10 per table still applies).
 - Contactless payment is encouraged.

Note: Under Stage 2, there is a limit on individual gatherings of 20 persons. The limit of 10 per table would still apply to these gatherings. Restaurants, cafés and pubs are permitted to have more than 20 people on the premises, dependent on the size of the premises and the ability to maintain social distancing and hygiene measures.

Face coverings must be worn on premises, except when consuming food or drink. This applies to all persons on the premises – i.e. members of the public, public facing staff and kitchen staff.

Business offering treatments which involve close contact

These businesses may open in Stage 2 of exit from lockdown subject to mitigations to minimise the risks (see below). In Stage 2 there is a lower risk of uncontained community transmission, but the transmissibility of the new strain(s) of virus make it imperative that all such businesses choosing to open in Stage 2 comply with the highest standards of risk reduction.

If you choose to open your business in Stage 2 you must:

- ✓ Prepare a written method statement describing how you will comply with the COVID-related guidance available from your professional body
- ✓ Your method statement must be produced upon request, including to any official from SoG and any clients.
- ✓ Your method statement must consider:
 - How clients will be screened for risk (questions, temperature checks)
 - Arrangements for:
 - » Booking and screening
 - » Waiting (waiting areas, called in from cars etc)
 - » Social distancing of 2m from others who are not involved in the contact treatment being provided

- » Hand sanitisation
- » PPE requirements for clients and staff
- » Cleaning, including between clients and between sessions
- » Toilet facilities
- » Ventilation / air changes
- » Waste disposal
- » How will you deal with any accompanying persons (partners, children etc) – will they be allowed in the premises? What measures to mitigate risks?
- » **Do you perform an aerosol-generating procedures? If so your method statement must be approved by public health before any such procedures are undertaken.**



Sport and leisure facilities and activities

There are strict limits on the operation of indoor gyms and swimming pools. There is a separate Guidance document covering the detailed requirements for these businesses. Please see the separate Guidance document entitled **“Guidance Note for Sport, Physical Activity and Recreation”** available at [covid19.gov.gg/guidance/stagetwo](https://gov.gg/guidance/stagetwo).

Childminders / nannies

There are Guernsey Minimum Standards for Childminders on <https://gov.gg/CHttpHandler.ashx?id=106027&p=0> and these must be adhered to.

The following will apply:

-  A childminder/nanny going into someone’s home to care for their children can work as long as early years standards and outcomes are maintained as usual.
-  A childminder or nanny who provides childcare from their own usual place of residence may open subject to strict guidelines and adherence to a method statement which will be published separately.

- ✓ All childminders/nannies must have access to appropriate hand washing facilities and hand sanitisers.
- ✓ All childminders/nannies must have evidence of rigorous daily cleaning programmes. This includes any toys or equipment that is being used.
- ✓ All childminders/nannies must provide strong messaging of “Stay at home if you are not well even if only with mild symptoms.”
- ✓ Childminders should inform the States of Guernsey Early Years Team when they are opening.

Parents need to accept that there is a risk, albeit low, that infection with SARS-CoV-2 could occur with these lockdown easing measures.

Public venues and public events

Public venues such as churches, libraries and museums may be permitted to reopen but there will be restrictions placed on the size, duration and nature of gatherings, which will be subject to a limit of 20 or 30 people (indoors or outdoors respectively).

Other venues where activity is considered higher risk are unlikely to be permitted to open during this stage.
