



17th November 2021

FAO Chief Officer in all workplaces in Liverpool - Construction and other outdoor work; Events and attractions; Hotels and guest accommodation; Offices, factories and labs; Restaurants, pubs, bars, nightclubs and takeaway services; Shops, branches, and close contact services.

Dear Sir or Madam

COVID-19 Measures

Thank you for your support in protecting our communities from COVID-19 infection over the last 20 difficult months. The pandemic has taken its toll on all of us and it is not yet over. In Liverpool, COVID cases remain high and are likely to stay high over winter, with more people becoming seriously ill and needing to be admitted to hospital. I am writing to ask for your help to continue to prevent the spread of COVID, protect staff and communities and keep businesses and offices open.

I would be grateful for your support with the actions set out below.

1. **Contact-tracing and outbreak response:** Local workplace guidance is attached which sets out the current advice on how workplaces should carry out contact-tracing and respond to outbreaks. Please use the guidance to carry out your own contact-tracing and do not wait for NHS Test and Trace. If you have any queries, please contact: environmental.health@liverpool.gov.uk
2. **COVID-19 vaccination:** Please encourage unvaccinated staff to take up the offer of vaccination without further delay. It is never too late to have your first vaccine. There are lots of resources available to promote and provide true information about vaccination including an employer toolkit at:

<https://campaignresources.phe.gov.uk/resources/campaigns>. Bookable and drop-in vaccination clinics offered by the CCG can be found here, along with videos, social media visuals and leaflets in different languages:

<https://www.liverpoolccg.nhs.uk/drop-in-vaccination>.

The key messages to promote to staff are:

- People still need to get vaccinated even if they have had COVID. Vaccination gives a huge boost in antibodies for people previously infected.
- It is extremely important that pregnant women get vaccinated. It is much safer for them and their baby to get vaccinated than to get COVID when pregnant.
- Staff should access their booster jab when invited. They can get it 6 months after the 2nd dose.



3. **Testing:** Staff should stay at home if they have symptoms of COVID (even if mild) and book a PCR test. About 1 in 3 people with COVID have no symptoms, but can still infect others. Please encourage staff to do a rapid test twice a week to check if they have the virus.
4. **Ventilation**, and proper use of **face-coverings** in communal areas, crowded indoor spaces and on public transport remain very important, along with regular cleaning of hands.
5. **Agile-working:** Where possible, to avoid unnecessary mixing of people when infection levels are high, an agile or hybrid model of home-working is desirable. This means facilitating people to work at home when they can, and work in the workplace when required.

Importantly, we want to hear from you about any challenges you may be experiencing in implementing these actions. Please contact us at:

environmental.health@liverpool.gov.uk if you feel your organisation would benefit from additional support around this work, whether that be due to high levels of infection or repeat clusters in your setting, language barriers that are impacting your ability to share key messages with your staff, or if you are experiencing any difficulties in accessing testing or encouraging or enabling vaccination among your workforce.

Yours sincerely



Matt Ashton
Director of Public Health



Bill Addy
Chief Executive Officer
Liverpool BID Company