



## Infection Prevention and Control Team

### Infection Prevention and Control guidance whilst celebrating The NHS Big Tea 2021

The NHS Big Tea is a great way to say thank you and have some time out for your health and wellbeing as a team. The IPC team have pulled together this guidance to ensure you keep safe whilst undertaking this activity.

Where possible staff should be encouraged to hold a virtual event and must not travel to workplace venues purely to take part in the tea party. An alternative to a virtual event may be an outdoor picnic if your team work remotely. Although the NHS birthday is on 5 July, you can hold an NHS Big Tea at any date in July to manage safe staffing.

If attending or undertaking physically in your workplace, as your current place of work, the following must be adhered to:

#### Environment:

1. Room or chosen venue needs to be risk assessed and clear guidance on maximum number of people must be adhered to as per Covid secure guidelines.
2. Room or chosen venue must allow adherence to 2 metres social distancing guidelines.
3. Room or chosen venue must allow adequate through ventilation. Windows and doors must be open. Fans are not allowed.
4. Chairs must be appropriately placed to allow 2 metre social distancing.

#### Attendees:

1. Attendees must avoid direct contacts with each other; no hugging and shaking hands etc.
2. Attendees must adhere to 2 metre social distancing guidance in place
3. Attendees must wear masks unless consuming food/drink, masks need to be replaced following the consumption of food/drink.



4. Staff must have access to hand sanitising/hand washing facilities and be encouraged to use them on entering/exiting the venue.
5. Staff must adhere to the hand hygiene policy and be bare below the elbows
6. Photographs of staff during the event must comply with all Covid-19 safe management requirements

**Food and beverages:**

1. Food provided must be individually packaged/single items.
2. Sharing of foods is not permitted all foods should be individually packaged
3. Single use or disposable cups, plates and cutlery must be provided for use and disposed of as domestic waste.

**Disposal of waste:**

1. Domestic waste bins must be available
2. Cleaning of touch points must be adhered to after each individual attendee has exited the event

**On entry/Exit of venue:**

Staff must be wash/ sanitise hands and replace mask on entry/exit from the venue into the clinical area or normal place of work.