

## **Coronavirus (COVID-19)**

### **Code of practice for site visits by Cadw officers**

**To ensure our site visits are carried out safely we have developed the following working practices. In all cases our staff carry out and adhere to risk assessments and implement all required control measures to comply with the current Welsh Government guidance and restrictions. Our staff have all completed infection control and hygiene training to avoid transmission of coronavirus.**

#### **Our promise to you:**

##### **Before we visit**

- Our staff will not visit if they or any members of their household have any symptoms associated with COVID-19 or have been asked to self-isolate by Test, Track, Protect.
- We will agree the date, time and details of our visit with you in advance and will limit the duration of our visit to the minimum necessary to undertake the task.
- For a visit to a historic monument on your property, we will agree the point of access and the route to the monument with you in advance. We will not visit your house unless that is the purpose of the visit.

##### **During external visits**

- We will comply with all recommended COVID-19 control measures such as social distancing and frequent use of hand sanitiser.
- We will park away from your vehicles and wear hi-viz clothing during our visit to highlight our presence.

##### **During visits to historic buildings that involve internal inspections**

- We will discuss any constraints or concerns you may have prior to our visit.
- We will minimise the time spent in your property.
- We will thoroughly cleanse our hands before entering the building and wear a face covering throughout our visit.
- We will avoid touching any contents while in your property.
- We will use surface wipes to cleanse any surfaces, e.g. door handles, and take all PPE away in a sealed bag with us for disposal.

#### **What we ask of you:**

- Inform us if you or a member of your household have actual or suspected COVID-19 symptoms or are self-isolating due to contact from Test, Track, Protect so that we can re-schedule our visit accordingly.
- Inform us if you or a member of your household are in a vulnerable group or shielding.
- For visits that involve internal inspections please:
  - Open as many doors as practicable before our visit so that we can minimise contact with surfaces such as door handles.
  - Consider opening windows to ventilate rooms before/during our visit.
  - Minimise the number of people present and wear a face covering.