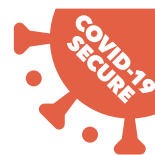


MONITOR-RECORD- TEST-DISCLOSE

**Guidance on test and trace procedures
for pest management companies**



[bpca.org.uk/covid19](https://www.bpca.org.uk/covid19)
Driving excellence in pest management



Contents

Introduction	
About this document	3
Monitor	4
Record	
Maintaining records.....	5
Test	
Testing positive for Covid-19	
When to self-isolate	6
Disclose	
More information on tracing	7
Template:	
record of employee movements	8
Further reading	9
Monitor-record-test-disclose	
Graphic summary.....	10
Further support for BPCA members ...	11

Disclaimer and limitations of guidance

BPCA staff are not Covid-19 experts, and our guidance is created by applying the UK Government's guidelines to the pest management sector and further research into the virus from organisations such as the NHS and the World Health Organisation (WHO).

This guide is not a replacement for the guidance given by medical professionals nor official advice provided by the UK Government on Covid-19.

You must always follow the latest Government advice on Covid-19.

Ultimately, BPCA cannot tell you what to do in every situation your company will come across.

Pest management company owners and senior managers will ultimately be the ones to make the decisions in any given business.

Your risk assessments and risk mitigation measures will be unique to your business, processes and risk assessments.

PROTECT YOURSELF!

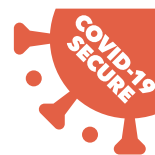
111.nhs.uk

COVID-19 SECURE



#BeProtected





Introduction



The UK is currently experiencing a public health emergency as we continue to navigate the Covid-19 pandemic.

As responsible citizens and business owners, we should all be doing our best to minimise the risk of spreading Covid-19 and prevent the NHS from being overwhelmed.

As pest management professionals, this can be tricky. Our people have to visit multiple sites in one day, putting them at a higher risk of catching and spreading the virus.

With the easing of social and economic lockdown measures, the UK Government currently advises that many sectors including hospitality, leisure, close contact services (such as a pub or barbers/hairdresser) should have a test and trace system in place.

This would normally involve collecting details of people who use close contact services and keeping the records for 21 days.

Currently, there is no requirement for trades that go into homes and businesses to have a test and trace system. However, we believe it's good practice to implement a procedure to help stop the spread of the virus, and protect your staff and clients.

This guidance document and accompanying 'Record of employee movements' template will help pest management companies to implement a test and trace system for their workplace if they haven't already done so.

Kind regards,

IAN ANDREW
BPCA Chief Executive
ian@bpca.org.uk

About this document

This guidance has been made public, meaning members of the British Pest Control Association (BPCA) and non-members can access our support. We have chosen to release the guidance to everyone to help the whole public health pest management sector minimise the spread of Covid-19.



Advice

BPCA members are welcome to talk to our Technical team, and get bespoke advice and guidance about Covid-19 or any other pest management-based enquiry.
01332 294 288
enquiry@bpca.org.uk





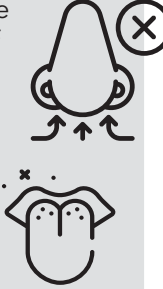


Monitor

Business owners and managers should regularly check that their staff are not experiencing any Covid-19 symptoms.

This could simply be checking in once a week with staff, or training staff on what to look out for and how to self-report.

The main symptoms of coronavirus are:

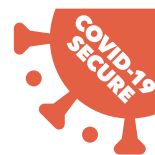
<p>A high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature).</p> 	<p>A new, continuous cough - this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).</p> 	<p>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.</p> 
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Most people with Covid-19 have at least one of these symptoms.

Source: [nhs.uk/conditions/coronavirus-covid-19/symptoms/](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)

MONITOR ▶ **Regularly check that all of your team are free from Covid-19 symptoms**

Weekly check-in OR **Train staff to self-report**



Record

In the same way as a pub or barbers/ hairdresser will take your details when you visit them, pest management companies should consider a similar system.

We recommend you keep a list of all the sites each particular pest professional has visited.

Many pest management companies will have these details stored anyway, as part of their reporting systems. Keeping details of where a pest professional has been and when could be incredibly useful for public health test and trace programmes.

We recommend that each public-facing pest professional keeps a register of:

- The name of the staff member that visited the site
- The site they visited - including address
- The date and time of the visit
- A contact name for that site - someone they spoke to on the day of the visit
- A contact phone number for your client.

No additional data should be collected for this purpose.

You can either collect this information in advance or during the site visit with the client (ensuring you both social distance where possible).

At the end of this document there is a template for a simple register that can be issued to pest professionals - [click here](#).

The template is only a guide and we appreciate many companies will be able to provide this information using their normal records.

Maintaining records

Based on the incubation period for Covid-19, the UK Government recommends that you keep these records for 21 days.

All data collected should comply with the General Data Protection Regulation (GDPR). Some simple measures you can take to comply with this legislation include:

- Inform your client why you're keeping this information
- Describe how the information might be used (ie to report it to your government's test and trace service)
- If you already collect this information for ordinary business purposes, you should make clients aware that the data could be shared in this way (this could be added on to the bottom of your treatment report)
- While consent is not legally required to pass on this information, we do recommend you seek it from your client
- Data that you would not ordinarily collect as part of your business must not be used for other purposes (for example, marketing)
- You must ensure that individuals are able to exercise their data protection rights, such as the right of erasure or the right to rectification (where applicable).

The Information Commissioner's Office has more guidance available regarding GDPR ico.org.uk/for-organisations/





Test

You should insist a member of your team has a Covid-19 test if:

- They display any of the three main Covid-19 symptoms (see 'Monitor')
- If they are asked to by a health professional, local council or government test and trace scheme.

Ask them to leave work, stay at home and not have visitors until they get the test results - they should only leave their home to have a test.

Anyone they live with must also stay at home until they get their results.

You can book a test online at [gov.uk/get-coronavirus-test](https://www.gov.uk/get-coronavirus-test)

Testing positive for Covid-19

If your team member tests positive for Covid-19 you should:

- Instruct them not to go to work or carry out any jobs
- Encourage them to stay home and self-isolate
- Prepare the staff member's 'Record of employees movements' for the last 21 days for your government's tracing system and make sure the employee has a copy of this.

When to self-isolate

The only reasons that you need to self-isolate are:

You have any Covid-19 symptoms (see 'Monitor').

You test positive for Covid-19.

You live with someone who has symptoms or has tested positive.

You're told to self-isolate by a test and trace programme or a health professional.

You arrive in the UK from a country with a high Covid-19 risk.

You are **not** required to self-isolate if:

Your child's class/bubble is sent home due to a suspected case at school (if your child has no symptoms).

Someone in your place of work or one of your clients' sites has a suspected or confirmed Covid-19 case, but you do not have any symptoms (unless told to by a health professional or a test and trace service).

You have been in the same space as someone with suspected or confirmed Covid-19, but you do not have any symptoms (unless told to by a health professional or a test and trace service).

Even if you don't have to self-isolate, you should consult and update your risk assessment. You may need to do some extra cleaning or avoid visiting a specific location for 72 hours to reduce the risks.

TEST

Get a test if you...

...experience a high temperature

...get a new, continuous cough

...suffer a change to your sense of smell or taste

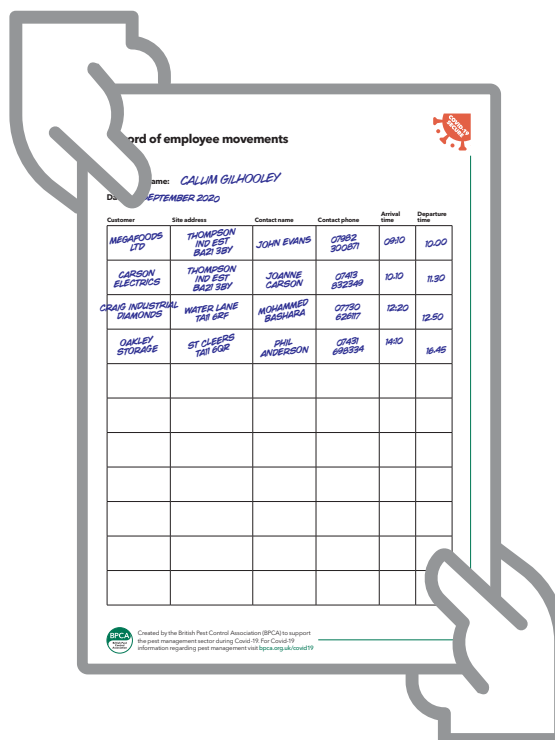
...are told to by your council or test and trace

Self-isolate until you get your results

Disclose

England, Wales, Scotland and Northern Ireland have different test and trace programmes. However, regardless of where you are in the UK, you will normally be contacted by a tracer if you receive a positive test.

You should be prepared to share the details of your 'Record of employee movements' with the test and trace team.



More information on tracing

England

[gov.uk/guidance/nhs-test-and-trace-how-it-works](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works)

Wales

[gov.wales/test-trace-protect](https://www.gov.wales/test-trace-protect)

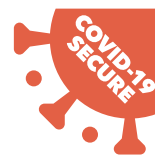
Scotland

[nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-contact-tracing](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-contact-tracing)

Northern Ireland

publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19





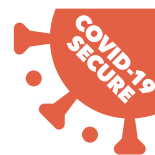
Record of employee movements

Employee name:

Date:

Customer	Site address	Contact name	Contact phone	Arrival time	Departure time





Further reading

BECOMING COVID-19 SECURE Guidance for pest management companies

bpca.org.uk/covidsecure

BECOMING PEST READY Guidance for reopening your business after Covid-19 lockdown

bpca.org.uk/pestready

BPCA Covid-19 guidance and advice page (updated regularly)

bpca.org.uk/covid19

Coronavirus (COVID-19) testing: guidance for employers and third-party healthcare providers (Department of Health and Social Care)

gov.uk/government/publications/coronavirus-covid-19-testing-guidance-for-employers/coronavirus-covid-19-testing-guidance-for-employers-and-third-party-healthcare-providers

Maintaining records of staff, customers and visitors to support NHS Test and Trace (Department of Health and Social Care)

gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace

England

gov.uk/coronavirus

Scotland

gov.scot/coronavirus

Wales

gov.wales/coronavirus

Northern Ireland

nidirect.gov.uk/campaigns/coronavirus-covid-19





Monitor-record-test-disclose



Records should be kept for 21 days

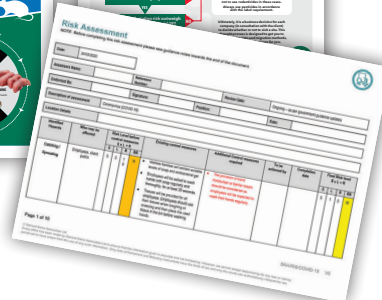
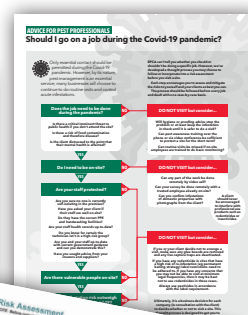


Further support for BPCA members

The BPCA team has been hard at work creating materials to keep you working safely and protecting your clients during the Covid-19 pandemic.

All members, as well as those companies on the BPCA Probationary Scheme, have access to:

- Back-to-work signage collection
- Cost-benefit analysis of postponing pest control services template
- BPCA 'pests in a pandemic' client flyer
- Client communication Covid-19 policy
- Covid-19 toolbox talk template with guidance
- Essential pest management work BPCA sign for van
- BPCA letter of endorsement template for member employees during Covid-19
- Client letter of endorsement template for member employees during Covid-19
- Coronavirus (Covid-19) risk assessment template
- Letter template to MPs - Designation of Pest Management Professional as Key Worker
- Letter template for BPCA members designating pest management professionals key workers Covid-19.



Here to help

Contact BPCA for member support today.

01332 294 288

Interested in joining BPCA?

membership@bpca.org.uk

Plus access to:

- Technical support
- Legal advice
- HR and business advice
- Health and safety advice.



5% of sales goes to NHS

BPCA has partnered with Stirland Paterson to provide members with appropriate signage, which you can order from the BPCA website.

POSTERS AND SIGNS

