

<b>COVID 19 Policy</b>	<b>Version:</b>	2.0
	<b>Status:</b>	Final
	<b>Date:</b>	18/1/21

## 1. Approval Record

Name	Role	Date
Rebecca Clarke	Head of People	1/4/20

## 2. Version History

Version	Date	Author	Description (nature of change/update)
V1.0	1/4/20	Rebecca Clarke	Initial Creation – Document design
V1.1	18/1/21	Rebecca Clarke	Annual review and version control update

## 3. Related Documents

Document Title	Location	Version Number
Health and Safety Policy	HR System	V2.1

## 4. Review and Distribution List

Name	Role	Review Required
Rebecca Clarke	Head of People	Contributor/Reviewer
	All Staff	For Information Only

## 5. Regulatory Requirements

Corona Virus Act 2020

## 6. Introduction

### 6.1 Purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

## 6.2 Scope

This coronavirus policy applies to all of our employees, agency staff and contractors

## 7. Roles and Responsibilities

RACI	Role	Role Holder(s)	Key Responsibilities
Responsible	Process SME	Rebecca Clarke	<ul style="list-style-type: none"> <li>Ensuring process document accurately reflects current practice</li> <li>Contributing to process changes and improvements, as and when identified</li> </ul>
Accountable	Process Owner	Rebecca Clarke	<ul style="list-style-type: none"> <li>Overall ownership and accountability for process definition and execution</li> <li>Leading change for improving the process</li> <li>Approval point for any changes/update to the process definition</li> <li>Ensuring that any changes are properly documented and communicated</li> <li>Ensuring that ongoing monitoring is in place and carried out</li> </ul>
Consulted	Head of People	Rebecca Clarke	<ul style="list-style-type: none"> <li>Monitoring adherence to agreed process through periodic quality reviews</li> </ul>
Informed	All Staff		<ul style="list-style-type: none"> <li>Read and accept of document must be completed in HR system</li> <li>To be included in subcontractor paperwork</li> </ul>

## 8. Instruction

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

### 8.1 Sick Leave Arrangements

- If you have symptoms that might be related to Covid 19 such as a high temperature and new continuous cough; call 111 to get guidance on your diagnosis and treatment
- Ensure that you follow the sickness and absence reporting procedure to inform your Line Manager
- If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.
- If you have time off work due to any sickness and/or absence you will be entitled to sick pay as per your contract terms and conditions

## 8.2 Work From Home

- Whilst the advice from the Government is to avoid unnecessary travel is in place if you are able to work from home then you should do so. For further guidance go to <https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice>
- If you have no facilities at home to work or your work requires you to go into the office you should follow the guidance on social distancing and handwashing
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, you may request to continue to work from home once the government advice changes until such time that normal childcare arrangements are possible.
- If you need to provide care to a family member infected by COVID-19, then you should work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

## 8.3 Traveling / Commuting Measures

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and clients).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.

## 8.4 General Hygiene Rules

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the office.
- Upon entry and exit to the office hands should be cleansed using the hand sanitiser provided
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your colleagues and take extra precautionary measures (such as requesting sick leave).

- You should wipe down surfaces before preparing food in the kitchen area and wash your hands after touching door handles and kitchen appliances.
- You should wash your hands before and after eating
- We will ensure that the office is serviced and cleaned on a regular basis to help prevent the spread of the virus. However, all individuals have a responsibility to assist in the cleanliness of the office.
- Please use the disposable blue roll rather than cloths and tea towels as these will hold bacteria and could spread the virus

### 8.5 Social Distancing Rules

- The advice on social distancing measures applies to everyone and should be followed at all times.
- You need to avoid groups and minimise opportunities for the virus to spread by maintaining a distance of at least 2 metres (3 steps) between individuals wherever possible.
- No more than 3 people in the kitchen area at any time and social distancing should be observed at all times
- During the period of required social distancing you will not need to swipe in and out of the office using the tablet; however, if you are going to leave the building then please inform your colleagues so they are aware should there be need to evacuate the building.
- To ensure social distancing takes place a revised seating plan will be in place which may mean some employees continue to work from home where practical.
- Team meetings should be held in the large meeting rooms so social distancing is able to be observed. Where social distancing cannot be accommodated due to the numbers attending, the open space outside the meeting rooms should be used or the meeting undertaken using digital technology at desks

### 8.6 Health and Safety Rules

- When the guidance changes to enable us to return to working in the office we will conduct some H&S checks upon arrival each day. These will consist of:
  - Temperature checks using a forehead thermometer
  - Confirmation that you are not showing any symptoms of COVID 19
  - Confirmation that no one in your household is currently showing symptoms of COVID 19

These details will be recorded but only used for the purpose of ensuring the health and safety of yourself and fellow employees and will be securely stored as per GDPR guidance.

- Where possible avoid using the lift in the building especially if there is more than one person in the lift
- Make sure you use the handrails when using the stairs but ensure you clean your hands upon entry to the office or arriving home and avoid touching your face until you have done this

## 9. Quality Control Log

No	Risk/Issue	Control	Control in Place Y/N
1	Inconsistent execution of the process by different people/departments	Regular communication of policy	Y

## 10. Glossary

Term	Description