

Coronavirus (COVID-19) Policy and Procedure

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Policy brief and 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 is 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 sensitively.

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

Scope

This coronavirus policy applies to all our employees and students who physically work on our premises.

Policy elements

- If you have cold symptoms, such as cough/sneezing/fever, or feeling poorly, you are required to take a lateral flow test.
- If the lateral flow tests is positive, a PCR test must be booked immediately, and you must isolate at home until you receive your result
- If you have a positive covid-19 diagnosis following a PCR test, you can return to the office only after you receive two consecutive negative results on days 5 and 6 from the first day of isolation.

Objective

- To ensure that safe, effective procedures are in place with staff and students. Ensure that it stays up to date with reliable sources of information and has the flexibility to respond when required.

Work from home requests

- If you are feeling ill, but you can work, you can request to work from home (depending on your job position)
- If you have recently returned from an area with a high number of COVID-19 cases, we will ask you to work from home for 14 calendar days and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will be also asked not to come into physical contact with any Colleagues during this time.

General Hygiene

- Wash your hands after using the toilet, before eating, and if you cough or sneeze into your hands (follow the 20 secondhand washing rule) you can also use the sanitizer's you will find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard of it properly and clean/sanitise your hands immediately.
- Open a window regularly to ensure open ventilation.
- Avoid touching your face, particularly your 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 co-workers and take extra precautionary measures (such as requesting sick leave).
- All tools within the workshop should be cleaned before and after being used.

Definition of contact

Contact with a case is defined as any of the following.

- Living in the same household.
- Direct contact with the case or their body fluids, or in the same room of a healthcare setting when an aerosol generating procedure is undertaken on the case without appropriate PPE.
- Being within 2 meters of the case for any other exposure not listed above, for longer than 15 minutes.
- Being otherwise advised by a public health agency that contact with a confirmed case has occurred.
- Contact is not considered cases and if they are well, they are very unlikely to spread the infection to others.

Background

What is COVID-19?

COVID-19 is an illness that can affect your lungs and airways. It is caused by a virus called the Coronavirus.

What are the symptoms of COVID-19?

It can take up to 14 days for symptoms of COVID-19 to appear.

The most common symptoms of COVID-19 are:

- A cough – This can be any kind of cough, not just dry.
- Shortness of breath
- Breathing difficulties
- Fever (high temperature)

How is COVID-19 transmitted?

COVID-19 is spread via sneeze or cough droplets.

You could get the virus if you:

- Encounter someone who has the virus and is coughing or sneezing.
- Touch surfaces that someone who has the virus has coughed or sneezed on.

Spread is most likely from those who have symptoms.

To infect someone, the virus must get from an infected person's nose or mouth into another person's eyes, nose, or mouth. This can be direct or indirect (on hands, objects, surfaces)

Keeping this in mind will help you to remember all the things you need to do to protect yourself and others from the virus.

The virus may only survive a few hours if someone who has sneezed or coughed on a surface. Simple household disinfectant can kill the virus on surfaces. Clean the surface first and then use a disinfectant.

Prevention

- Wash your hands well and often to avoid contamination.
- Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard of used tissue.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces.

What to do if you develop Coronavirus (COVID-19) symptoms or receive a positive test result

Students, staff and visitors must not come on site if:

- You have one or more COVID-19 symptoms
- A member of your household (including someone in your support bubble) has COVID-19 symptoms
- You are required to self-isolate
- You have had a positive test result

You must immediately cease to attend and not attend for at least 10 full days from the day after:

- The start of your symptoms
- The test date if you had a positive test result but didn't have any symptoms

The Process

Anyone told to isolate by NHS Test and Trace or by the public health protection team, has a legal obligation to self-isolate.