Coronavirus (COVID–19) Policy

V5 - December 2021

Family:	Human Resources
Manager Responsible:	Ashleigh Penny
Reviewed and Updated:	December 2021
Issue Date:	December 2021
Next Review Date:	March 2022

Purpose

This company policy includes the measures we are actively taking to mitigate the spread of Coronavirus. You are required to follow all of these rules diligently, to maintain a healthy and safe work environment. Failure to do so may result in disciplinary action.

This policy covers the essential guidelines that employees should follow during the Coronavirus outbreak and temporary alterations to existing work from home policy.

This policy will be updated as Government advice and guidance regarding keeping workplaces safe and secure from Covid changes. We will update you on changes to this policy via the Manager Briefing or other timely communications and recommend that you check this policy regularly for updates.

Scope

This policy applies to all employees at The Skills Network. Any individual found not to be complying with this policy may be subject to disciplinary action.

Key Information

The points below outline the required actions that employees should take to protect themselves and their colleagues from a potential Coronavirus infection.

- If you feel unwell or have any of the following symptoms, a high temperature or feeling hot and shivery, a runny nose or sneezing, feeling or being sick and or diarrhea, stay at home.
  If you feel well, it may be possible for you to work at your managers discretion. If you are not well enough to work, please follow the absence reporting procedures.

- You should initially carry out a lateral flow test and if the result is positive, you should arrange to get a COVID-19 PCR test as soon as possible and isolate until the results are known.

- If you have a positive COVID-19 PCR diagnosis, you must self-isolate for 10 days after you exhibited symptoms. You will be asked to provide a copy of your test result to your manager who will advise HR immediately.

- Other members of the team who have been in proximity to you will be required to carry out a lateral flow test and if this shows positive, request a PCR test. Once they have a negative PCR test they may return to the office

Returning from abroad:

- If you are fully vaccinated: you must isolate at home and take a PCR test within 2 days of your return. If the test result is negative, you can end your quarantine immediate. If it is positive, you must self-isolate for 10 days from the date of the test.

- If you are not fully vaccinated, you must self-isolate for 10 days from the day of your return to England.

Working from home

- The company will try to accommodate working from home requests where possible. However, this will be dictated by the role you do, and so remains at management's discretion.

- If working from home, you must complete a Working from Home DSE Risk Assessment.

General office rules:

1.   Arriving

- Ensure that you travel to site avoiding public transport and on your own if possible.

- Each time you come to the office you should complete a lateral flow test BEFORE arriving, and show your result to Reception on your arrival.

- You must wear a face covering, unless you are exempt, until until you arrive at your desk

- Sanitise your hands upon entry to the building.

- Use the electronic clocking-in system to register you are in the building.

- Sanitise your work area, phone, computer screens, keyboard and mouse prior to commencing work.

2.   Working Day

- Only work within your pre-assigned designated work area – there is currently no requirement for 2-meter distancing but please do this whenever possible.

- If you are moving around the office (i.e. away from your desk), you must wear a face covering (unless you are exempt). This includes moving around within your allocated unit, going to the bathroom and to the kitchen areas.

- Ensure that visitors and contractors you are responsible for follow these rules.Kitchens and bathrooms should be cleaned by individuals after use, using the antibacterial wipes or spray provided.

3.   Meetings/external visitors

- Face-to-face meetings should be kept to a minimum; meetings should be held virtually via Microsoft Teams or Zoom where possible.

- In the case of face-to-face meetings, social distancing rules must be adhered to.

- Meeting rooms should be sanitised before and after every use.

4. Leaving

• At the end of your working day, remove all personal items from your desk area, leaving your workspace clear.

• Sanitise your work area, phone, computer screens, keyboard and mouse before leaving.

• Sign out using the electronic clocking out system.

5. PPE wearing

• Hand sanitiser and cleaning materials will be made available at various points throughout the building.

• Face coverings must be worn if you are away from your desk – employees are expected to provide their own.

• Wash your hands frequently – with soap and water for at least 20 seconds, or using an alcohol-based sanitiser.

• Catch coughs and sneezes with disposable tissues and throw them away immediately once used.

• Avoid touching your eyes, nose and mouth with unwashed hands.

• Avoid close contact with people who are unwell.

• Clean kitchen and bathroom facilities after every use.

• Open the windows regularly to ensure good ventilation.

Government guidelines:

• Whilst the government guidelines change frequently at The Skills Network, we are continuing with the measures in relation to The 5 Steps To Safer Working Together, for the foreseeable future, to be reviewed in line with reductions in rates.