**COVID-19 Policy**

**[COMPANYNAME]**

|  |
| --- |
| **[ADD]****Tel** |

**Reviewed by**

**Contents**

|  |  |
| --- | --- |
| **1.0** | **INTRODUCTION** |
|  |  |
| **2.0** | **ORGANISATION AND RESPONSIBILITES**2.1 Those that are of increased Risk from COVID-19 Coronavirus2.2 Travelling to and from work2.3 Entering and exiting the building2.4 The workplace and risk assessments |
| **3.0** | **PERSONAL PROTECTIVE EQUIPMENT** |
| **4.0** | **STAFF COMPLIANCE** |
| **5.0** | **CONFIRMATION OF EMPLOYEE READING POLICY** |

**1.0 INTRODUCTION**

[COMPANYNAME] are committed to ensuring that, during the current global pandemic and the existential threat of Covid-19, the company follows all government guidelines and legislation to ensure the safety of all [COMPANYNAME] employees. Government advice and/or legislation may change daily, as such this policy will be reviewed on an ongoing basis to ensure its compliance.

[COMPANYNAME] have put in place a series of measures which are detailed within this document to ensure that its employees adhere to current Government advice and guidelines.

Government advice is available to view at <https://www.gov.uk/coronavirus> and is updated on a daily basis.

[COMPANYNAME] acknowledge that the safety of its staff members requires a collaborative effort and as such all employees are expected to adhere to its policies and procedures.

**2.0 ORGANISATION AND RESPONSIBILITIES**

The [POSITION], [NAME] is directly responsible for the implementation and monitoring of the below measures. These will be checked and managed by walking around the business and ensuring procedures are being followed and are in working order. In her absence, [NAME] will be responsible for the policy and duties.

**2.1 Those that are of increased Risk from COVID-19 Coronavirus**

Anyone who is at increased risk of severe illness from the virus is strongly advised to work at home and should be particularly stringent about following Government social distancing measures. Under Public Health guidance this group includes those who are:

* Aged 70 or older (regardless of medical conditions).
* Under 70 with an underlying health condition (i.e. anyone instructed to get a flu jab each year on medical grounds).
* Those who are pregnant

Anyone living with a person who is at increased risk of severe illness or an extremely vulnerable person (i.e. received notification of such by their health authority) who is shielding, should stringently follow the guidance on social distancing and minimise contact outside the home.

Line Manager MUST consider the working arrangements of employees that fall into one of the above groups. If the person cannot work from home, then they must be as flexible as possible to support the person to stringently follow the Government social distancing measures.

Anyone with a chronic illness and identified as extremely vulnerable MUST be supported to follow the Government guidance on shielding.

**2.2 Travelling to and from work**

Wherever possible workers should travel to work alone using their own transport.

If workers have no option but to share transport:

* Journeys should be shared with the same individuals and with the minimum number of people at any one time.
* Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
* The vehicle should be cleaned regularly using gloves and standard cleaning products with particular emphasis on handles and other areas where passengers may touch surfaces.

Where public transport is the option for workers you should consider:

* Changing and staggering office hours to reduce the risk from travelling on public transport.
* Avoid using public transport at peak times (05:45-07:30 and 16:00-17:30).

**2.3 Entering and Exiting the Building**

[COMPANYNAME] have recognised its standard procedures of entering and exiting the business, social distancing can be maintained. Entry to the building for visitors is controlled via [LOCATION]. [NAME] will limit the amount of visitors to the premises and as such will ensure compliance with Government Advice.

* [COMPANYNAME] has an updated COVID-19 risk Assessment in place which identifies the additional control measures implemented to control the risk from Coronavirus.
* All employees must use the hand sanitiser provided when entering and exiting the building.
* All employees must comply with the social distancing rules when entering and exiting the building.

**2.4 The Workplace & Risk Assessments**

[COMPANYNAME] have produced risk assessments for the safe working of its employees. These risk assessments recognise the threat posed by COVID-19 and identify the additional control measures. The risk assessment is clearly displayed in the business and is accessible to all.

* The [POSITIONNAME] will ensure that its employees sanitize their workstations and wash their hands regularly throughout the day. Additional hand sanitizer and surface cleaner will be provided
* When employees are transiting thorough the building, they must maintain the 2-meter social distancing rule.
* Employees are to queue orderly for use the toilet facilities and maintain the social distancing rules whenever possible.
* Employees must wash their hands with soap and water for at least 20 seconds before and after using the toilet facilities.
* Hand sanitizer must be available at the entrance to any room where employees eat and should be used by employees entering and leaving the room.
* In the event of a fire or emergency, all employees are to continue to adhere to social distancing where possible. Employees must remember to deal with any immediate threat to their health and safety above social distancing. Where there is no immediate threat, social distancing must remain in place. At the fire evacuation point, employees should be able to remain a minimum of 2 metres apart.
* Enhanced cleaning should be in place, particularly in communal areas or common touch points such as:
* Taps and washing facilities
* Toilet flush & seat
* Door handles & locks
* Handrails
* Equipment controls such as photocopier/scanner/printer
* Keyboard & Mouse
* Telephones
* Tablets and PDA`s
* Whilst there is no scientific evidence to support the idea that Covid-19 can survive during the transit of goods through couriers, where signatures are required the courier may be asked to sign on behalf of [NAME].
* To ensure social distancing is as practical as possible, staff will be encouraged to work from home.
* Staff who return to work will go through a “Return to Work Induction” and asked to complete a confidential COVID-19 health screening questionnaire.

**3.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

At present, Government guidelines indicate that PPE is not required within our workplace to protect against Covid-19. Government guidelines currently recommend regular handwashing and sanitisation, enhanced cleaning and sanitation of the workplace, along with social distancing. [NAME] will continue to monitor the guidance and update the policy and procedures where necessary.

Employees are reminded that respiratory protective equipment (RPE) is not required where

the 2-metre social distancing guidance can be maintained. Employees are reminded that RPE is not a substitute for good handwashing practice, regular cleaning of surfaces, good respiratory hygiene practice and social distancing. The wearing of FFP/FFP2 or surgical masks are to prevent the spread of the virus.

**4.0 STAFF COMPLIANCE**

[COMPANYNAME] requires all of its employees to follow the measures it has put in place to control the risk from COVID-19. The collaborative efforts of all employees is essential to ensure that all employees and visitors remain safe.

**5.0 CONFIRMATION OF EMPLOYEE READING POLICY**

**To be completed by ALL Personnel**

I (Name in BLOCK CAPITALS)

I confirm that I have read the CompanyCOVID-19 Policy and fully understand the responsibilities that apply to me in the capacity in which I am employed. If I am unable to fulfil those responsibilities in any way, I will inform my manager, or the Managing Director as soon as is reasonably practicable.

Signed: Date:

**PLEASE COMPLETE THIS PAGE AND RETURN IT TO HEAD OFFICE**