



Infectious Disease Policy
Coronavirus (COVID-19)

Due to concerns over the Coronavirus (COVID-19), Phoenix STS wish to reassure our clients that we have the following measures in place to reduce the possibility of infection.

People at Risk:

Employees, Residents, Patients Contractors, Members of the Public

Signs & Symptoms of the Coronavirus:

- Fever
- Sore Throat
- Cough
- Shortness of Breath
- Muscle Aches
- Diarrhea

Control Measures (by Staff):

1. If for any reason you think you been exposed to Coronavirus (COVID-19), have a fever, cough or difficulty breathing contact your GP immediately and share your travel history.
2. Do not travel to the GPs surgery or report into work until you have been advised it is safe to do so by your GP.
3. If you think you've been exposed change and wash your clothes at the earliest opportunity.
4. You must avoid contact with vulnerable people, i.e. the elderly, people with disabilities, long term illness or short-term acute conditions.
5. Make sure you, and the people around you, follow good respiratory hygiene. (*This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.*)
6. Avoid touching your eyes, nose or mouth.

Control Measures (for Staff):

1. Maintain at least 2-metre distance between themselves and anyone who is coughing or sneezing or has a fever.
2. If an employee makes us aware, they have these symptoms, we will send them home and recommend isolation and to immediately contact their GP and make us aware of the GP's advice.
3. All our staff have completed an infection control course.
4. We encourage all staff to implement good hygiene practices.
5. Regularly and thoroughly clean your hands with an alcohol-based hand sanitiser or wash them with soap and water.
 - a. **Note:** Staff who work remote of our office are provided with alcohol-based hand sanitisers, disposable aprons and gloves.
6. Clean down your work environment at the end of your shift with surface alcohol-based wipes.
7. Where possible we will utilise evacuation equipment and training dummies that are on-site rather than introducing our equipment.

8. Where this is not possible before entering a client's facility storage bags that contain evacuation equipment are cleaned with "[MIDA TRISEPT](#)" click here for SDS. Our training dummies used on training courses are cleaned with "[Huwa-San TR 3](#)" click here for SDS.
9. Until further notice, tutors will demonstrate the save use of portable fire extinguishers to reduce the risk of cross-contamination.
10. Where a client requires staff to practice with portable fire extinguishers, learners will have access to alcohol-based hand sanitiser, which is provided by Phoenix STS.

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