Corona Virus Policy

Coronavirus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties. Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. Those who have died appear to have had pre-existing health conditions.

If you know of people who have travelled to China, Iran, lockdown areas in Northern Italy, specialist zones in South Korea or been in contact with anyone who recently visited any of these areas and have developed a fever, cough, runny nose, sore throat or difficulty breathing, you should avoid leaving your home and contact the NHS or your GP. There is a link to the Gov website:https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public for further information on the virus.

How to avoid catching or coronavirus spreading.

Do's
- cover your mouth and nose with a tissue (not your hands) when you cough or sneeze
- dispose of used tissues appropriately
- wash your hands with soap and water often – use hand sanitiser
- try to avoid close contact with people who are unwell

Don't
- do not touch your eyes, nose or mouth if your hands are not clean

Health and safety

The risk of catching coronavirus (COVID-19) in workplaces is currently low. However, we have a duty to take steps that are reasonably necessary to ensure the health, safety and welfare of all their employees, including those who are particularly at risk for any reason. Employees also have a duty to take reasonable care of their own health and safety and that of people they work with. Employees must cooperate to comply with its duties under health and safety legislation.

Steps for Employees

The risk of catching coronavirus in workplaces is currently low. It's still good practice to make sure that all staff follows simple hygiene rules, such as:

- Washing hands thoroughly with hot water and soap
- Using tissues when sneezing or coughing and throwing them away in a bin
- Using hand sanitisers, in particular, we would encourage staff to wash their hands or use hand-sanitiser on arriving in the building after using public transport and after coughing or sneezing.

Steps for Employers

In case coronavirus spreads more widely in the Britain we have considered some simple steps to help protect the health and safety of staff: -

1. Employees will be updated on actions being taken to reduce risks of exposure in the workplace
2. All employees should ensure that their contact numbers and emergency contact details are up to date with HR

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3. Managers will supervise any relevant processes, for example sickness reporting and sick pay, and procedures in the case an employee in the workplace develops the virus
4. We will provide tissues and hand-sanitiser and encourage their regular use.
5. We will ensure there are clean places to wash hands with hot water and soap, and encourage everyone to wash their hands regularly
6. Hand sanitisers and tissues are provided, and staff are encouraged to use them. Please contact your manger in the event the stock required replenished
7. If protective face masks are required these will be provided in due course
8. Travel planning to affected areas permitted only when it is essential to the organisational needs
9. We will assess the risk regularly, consulting government websites for updates.

If we need to close the any of the offices, a plan will be communicated to staff as early as possible in respect of working arrangement to maintain the services to clients.

Ashley Wood
Managing Director

12th March 2020