

# TTT

## Coronavirus (COVID-19) policy

### Policy 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's 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 sensitivity.

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

This Policy applies to paid and unpaid (volunteers) staff.

### Risk Assessments

The Trust has undertaken risk assessments and the outcome has been shared with all staff by way of identifying the equipment required, the actions of staff.

This coronavirus policy applies to all of our employees, paid and unpaid and applies equally to our remote working personnel ie drivers and those working from home.

It identifies the required actions employees should take to protect themselves, their co-workers, workmen on site and our clients from a potential coronavirus infection.

### Sick leave arrangements:

If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.

If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.

### Working from home

If you are feeling ill, but you are able to work, you can request to work from home.

If you have recently returned from areas with a high number of COVID-19 cases we'll 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've been in close contact with someone infected by COVID-19, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.

If you're a parent and you have to stay at home with your children, request work from home.

If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have the results of 2 x tests. You will also be asked not to come into physical contact with any colleagues during this time.

### **Traveling/commuting measures:**

All work trips and events – both domestic and international – will be cancelled/postponed until further notice.

In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).

If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.

If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

### **General Hygiene**

#### **Face coverings are to be worn at all times where the law says you must and also when carrying out the work of the Trust.**

Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (**follow the [20-second hand-washing rule](#)**). You can also use the sanitizers in the office or the vehicles or use those you have been issued with.

Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.

Open the windows regularly to ensure open ventilation.

Avoid touching your face, particularly 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)

### **Advice to all staff.**

1. Complete an ongoing risk assessment based on this Policy and Government Guidelines.
2. Clean more often especially surfaces. Ask customers to use the hand sanitizer provided and wash your hands more frequently.
3. Wear a face covering where it is the law and remind customers and visitors to do so.
4. Maintain social distancing and follow one-way systems if provided.
5. Maintain adequate ventilation at all times. This means supplying fresh air to enclosed space where people are present. It can be natural ventilation through windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both
6. Take part in NHS Test and Trace. Keep records of staff and contractors for 21 days.
7. Staff members or customers should self-isolate if they or someone in their household has a persistent cough, a high temperature or has lost their sense of taste or smell. If someone is self-isolating, employers must not ask or make them come to work. It's an offence to do this.
8. consider the mental health and well being aspects of Covid 19 for yourself and others. Keep in contact with staff who may be working from home and also living alone.

Five more things to be aware if you work in or run offices, contact centres and similar indoor environments:

### **Work from home unless it's unreasonable for you to do so**

### **Arrange work spaces to keep staff apart**

### **Reduce face-to-face meetings**

### **Reduce crowding**

**Communicate with all staff and visitors.** Make sure all staff and visitors are kept up to date with the safety measures.

Ends

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