

Coronavirus (COVID-19) Procedure

Introduction

What is Covid-19?

Coronavirus disease (Covid-19) is a highly infectious disease caused by a newly discovered coronavirus.

Symptoms of coronavirus:

- A high temperature –you feel hot to touch on your chest or back (you do not need to measure your temperature)
- A new, continuous cough – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- A loss or change to your sense of smell or taste – you cannot smell or taste anything, or things smell or taste different to normal.

This procedure outlines the steps to be taken to ensure a safe workplace and the required actions for employees with symptoms or diagnosed with COVID-19.

Ensuring a safe workplace

We ensure a safe working environment by ensuring we follow Government guidance and that our workplace is 'COVID Secure'.

- We have carried out a COVID-19 risk assessment and shared the results with the people who work here.
- We have cleaning, handwashing, ventilation, and hygiene procedures in line with guidance.
- We have taken all reasonable steps to help people work from home where possible.
- We have taken all reasonable steps to maintain a 2m distance in the workplace.
- Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk.
- We have taken part in the NHS Test and Trace program following government guidelines to record information about people on site.
- We follow legal requirements on self-isolation - employees with symptoms must not attend the workplace, must self-isolate and are encouraged to be tested.

Face Coverings

A face covering is a covering of any type that covers a person's nose and mouth and can be re-usable or single use. Face coverings are not classified as personal protective equipment (PPE)

We will follow government guidelines on mandatory use of face coverings by employees and/or visitors in certain indoor workplaces. Where face coverings are not mandatory, we will assess their use a part of our COVID workplace risk assessment.

For employees and/or visitors who are exempt from wearing a face covering will consider any additional precautions that may be required as part of our risk assessment.

Suspected or confirmed case in the workplace.

Should a colleague or a visitor present in the premises with suspected or diagnosed Covid-19, we will ensure they are isolated as quickly as possible and arrangements are made for them to go home and self-isolate by the safest means possible.

Cleaning will then be undertaken in any areas where the individual may have been following the Government's guidance.

Immediate actions and next steps will be agreed as quickly as possible by:

- Managing Director / Board members / Responsible Person
- Health & Safety Manager/coordinator or representative
- Director or delegate of the department the colleague is from
- Internal HR colleague / External HR Consultants

Immediate actions:

- Establish any other persons the individual may have been in close contact with whilst at work and when travelling.
- Review the current Covid-19 Secure Risk Assessment
- Ensure appropriate arrangements for cleaning have been carried out.
- Actions should NHS Test and Trace contact the business.
- Communications plan for colleagues
- Health Authorities may take very directive actions in the case of any outbreak so plans will be fluid and reactive to the needs of any externally imposed instructions or restrictions.

Testing

Anyone with symptoms of coronavirus can request a test. We will encourage all employees who are self-isolating with symptoms to request a test via the NHS website.

Outbreak Management

Identify

We will be informed of a confirmed case of COVID-19 by NHS Test and Trace, an employee, visitor, or local Public Health England health protection team (PHE HPT).

Report

If there are 5 or more COVID-19 cases in 14 days of each other, or we are concerned there may be a possible outbreak at our premises we will immediately contact our Local Health Protection Team ([local PHE HPT](#)) for help, advice and to make a report.

Respond

The local PHE HPT will work with us to assess the risks and advise how to manage and control the risk of COVID transmission.

Depending on the outcome, the local PHE HPT and local authority may establish an outbreak control team to help support and manage the situation.

RIDDOR Reporting

We will follow legal requirements to report to the HSE under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- An accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence.
- A person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent.

If required, we will complete the relevant RIDDOR report once advice has been sought from Citation and the relevant HSE guidance <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

Self-Isolation

Currently a person should isolate if they:

- have any symptoms of coronavirus.
- test positive for coronavirus.
- live with someone who has symptoms or tested positive.
- someone their support bubble has symptoms and they been in close contact with them since their symptoms started or during the 48 hours before they started.
- someone in their support bubble tested positive and they have been in close contact with them since they had the test or in the 48 hours before their test.
- If told to self-isolate by NHS Test and Trace or the NHS COVID-19 app
- Are returning from a country that requires self-isolation on return.

Employee with symptoms or a positive test result

Employees who display symptoms should take advice from the [NHS 111 Online](#). The site will advise on the precautions to be taken, whether medical advice should be sought and how to arrange a test.

Employees should not go to a GP surgery, pharmacy, or hospital without instruction from NHS 111 Online.

Current advice on self-isolation:

Self-isolate for at least 10 days from the onset of symptoms. If they tested positive but do not have symptoms self-isolate for 10 days from the day the test was taken.

Stop self-isolating after 10 days if either:

- you do not have any symptoms.
- you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone.

Keep self-isolating if you have any of these symptoms after 10 days:

- a high temperature or feeling hot and shivery.
- a runny nose or sneezing.
- feeling or being sick
- diarrhoea (stay at home until 48 hours after symptoms have stopped)

Employees that suspect they may still be at risk should not attend work until they have gained advice from the [NHS 111 Online](#) and spoken to their manager.

Employees who test negatively for Covid-19

Employee can stop self-isolating and return to work after a negative result, as long as:

- Everyone they live with who has symptoms also tests negative – (they should keep self-isolating if someone in their household tests positive, has symptoms and has not been tested)
- They feel well enough to work and have not had sickness or diarrhoea in the last 48 hours.

Employee lives with family member who has symptoms or a positive test result

Self-isolate for 10 days if you live with (or are in a support bubble with) someone who:

- has symptoms or has tested positive, had an unclear result, or has symptoms but did not have a test
- tested positive but has not had symptoms

The 10 days starts from:

- when the first person in your home or support bubble started having symptoms
- the day they were tested if they have not had symptoms.

If you develop symptoms during the 10-day self-isolation period, and you test positive, stay at home for 10 days from the onset of symptoms regardless of how many days you have already been self-isolating.

You can stop self-isolating after 10 days if you do not get any symptoms.

If an employee is advised to self-isolate by the NHS Test and Trace service or NHS COVID-19 app

Those who have been contacted by the NHS Test and Trace service should follow the advice they receive. This is usually to self-isolate for 10 days. Those that develop symptoms should be able to request a test.

Employees who have been outside the UK

We will refer to the Government website for latest travel advice <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

As information about coronavirus is regularly updated, we also ensure advice is sought from NHS 111 Online and Gov.uk should any employee or visitors feel they may have symptoms or have been exposed to coronavirus to ensure the correct procedures are followed.

It is important that all employees follow the guidance set out in this document and seek advice from their manager and NHS 111 Online where necessary. Following the correct procedures is important to ensure the safety of all persons in our workplace by preventing the spread of Coronavirus. Failure to comply may put others in the workplace at risk.

Vulnerable Employees

We have a duty to ensure that all employees are safe in work and will take particular care to ensure the safety of those who may be classed as 'Clinically Extremely Vulnerable' or those who are 'Clinically Vulnerable.' To ensure we can protect them we request that all employees inform us if they believe they may be vulnerable.

Clinically Extremely Vulnerable

People who are clinically extremely vulnerable are at high risk of getting seriously ill from Covid-19.

They should not go to the workplace if they live or work in areas where shielding advice is active.

We will make a careful assessment of any employees in this category who wish to work outside the home when shielding advice is not active.

Where working from home is not possible, they will be offered the safest available on-site roles, enabling them to stay 2m away from others. If they must spend time within 2m of others, we will carefully assess the risk.

A list of those people who may be classed as Clinically Extremely Vulnerable can be found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Clinically Vulnerable

We will ensure that a risk assessment is completed for any clinically vulnerable employees. These employees are currently advised to take extra care to maintain social distancing where possible.

A list of those people who may be classed as Clinically Vulnerable can be found here:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Pregnant workers

During the outbreak, pregnant workers have been advised to follow stringent social distancing to reduce the risk of severe illness from coronavirus. We will ensure an expectant mother's risk assessment has been completed for all pregnant employees.

Workers in higher-risk groups

The Public Health England report 'Disparities in the risk and outcomes of COVID-19' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected.

The higher-risk groups include those who:

- are older males.
- have a high body mass index (BMI)
- have health conditions such as diabetes.
- are from some black, Asian or minority ethnicity (BAME) background.

The Health and Safety Executive (HSE) states there is currently no expectations of additional controls for these groups. However, we will ensure our existing controls (social distancing, good hygiene and cleaning, ventilation, supervision etc.) are applied stringently.

As an employer, we will ensure that we:

- stress the importance of individual and wider workforce engagement and cooperation to ensure controls are applied stringently.
- have individual discussions with employees about any concerns.
- discuss the risk management measures in place to minimise transmission.
- explain the controls in place to protect vulnerable, high-risk, and other workers.

We encourage all employees who have concerns about their health and safety to contact their line manager as soon as possible.

Appendix 1 – Covid-19 Continuity Plan

Action	Notes / details / time frame	Responsible Person	To be completed by
Inform person(s) of positive infection who may be affected.	Speak to person on the same day ensuring they are receiving medical treatment as appropriate. Complete record Appendix 2	Saj Rahman	Saj Rahman
Ensure infected person has had the right medical treatment.	Check in on person what they are doing and record onto their record Appendix 2	Saj Rahman	Saj Rahman
Isolate identified space and prepare & execute sanitisation plan.	Isolate space, signage and engage cleaning company to sanitise space. Ideally post 48 hours if possible. Ensure worksheet/ certificate is acquired.	Saj Rahman	Saj Rahman
Monitor positive person(s) daily.	Check in on the person daily and log findings.	Saj Rahman	Saj Rahman
Re-open space ensuring any new preventative measures are put in place.	Ensuring risk assessment findings are implemented, signage displayed and inform all parties of re-opening.	Saj Rahman	Saj Rahman
Review and update COVID Secure risk assessment	Review risk assessment with recent event in mind as well as consulting with Citation.	Saj Rahman	Saj Rahman in conjunction with Citation.

Actions to consider include:

- Review and update COVID Secure risk assessment
- Consider RIDDOR reporting requirements (where applicable)
- Contact information for NHS Test and Trace
- Communications to colleagues / other relevant parties
- Working from home / remote working
- Isolation of close contacts
- Deep clean of area and heightened cleaning schedule
- Who is responsible for updates on this situation
- Consider notifying insurers
- Departmental specific actions to maintain business delivery

12.0. Review Of Procedures And Training

The Business will regularly communicate its anti-bribery measures to employees and associated persons. The Business will set up training sessions where applicable. The Directors are responsible to provide the necessary financial and physical resources for the implementation of this policy.

The Directors will monitor and review the implementation of this policy and related procedures annually and where necessary review at other times if any changes occur in between times to ensure it remains relevant and appropriate.

Employees and those working for, or on behalf of the Business are encouraged to contact the Directors with any suggestions, comments or feedback that they have on how these procedures can be improved.

Maple People Limited reserves the right to amend and update the policy as required. Every employee and associated persons where applicable is aware of this policy and have signed a copy which is kept on record.

<p>Saj Rahman _____ Founder & CEO</p>	 _____ Signature	<p>13.01.2021 _____ Date</p>
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13.0 Staff Declaration

I hereby acknowledge that I have read, understood and will comply with Maple People Limited’s Anti-bribery and Corruption policy.

Signature

Name Date.....

Appendix 2 Confirmed or suspected COVID-19 Case Record

Employee name	
Department / role	
Status ie. self-isolating, awaiting test result, working from home	
How were you notified of this incident?	
Date / time notified	
Current point of contact with colleague	
<p>Details of incident including where the colleague is, is it suspected/ testing/confirmed, etc.</p> <p>Also, what circumstances it's arisen from i.e. travelled to an affected area, exposed during work or personal time, etc.</p>	

Other information	Notes / actions / details
Confirm NHS 111, PHE Health Protection Team advice given (if any)	
When was the individual last in the workplace/carrying out work in another workplace and what activities took place?	
Close contact exposure	
Has the business been contacted by NHS Test and Trace to notify of close contacts?	
What options are there for colleagues to work from home?	
Are there any vulnerable employees who may be close contacts?	

Appendix 3 – Key Contacts

(Provides contact details for all relevant persons involved in business continuity planning)

Name	Department	Role	Contact details
Saj Rahman	Management	CEO	Saj.rahman@maplepeople.co.uk 07956231435