



# Coronavirus (COVID-19) Policy

As Coronavirus spreads worldwide we will work to ensure we keep up to date with the latest information from our Government, Public Health and the World Health Organisation (WHO) and pass this onto our staff and customers.

We will follow Government advice, guidelines and any measures laid out.

We will endeavour to provide our full range of services for our customers; however, our number one concern is the health and well-being of our staff and customers, and we will implement measures to protect both as much as we can from Coronavirus.

We will:

- Listen to all our staff's concerns and take appropriate measures to protect them, other staff members Keep up to date with latest advice on how to protect oneself and each other
- Implement any measures and/or actions laid down by the government in relation to Coronavirus
- We will ensure our staff are aware of any advice and measures to follow to help protect themselves, our students and their families.
- We have information posters around the building, in reception and all our changing rooms and toilet facilities

It is important that all our staff take care of their health and take measures to protect others by doing the following:

- Washing their hands regularly – soap or hand gel can reduce the spread of the virus,
- Cover their mouth and nose when coughing or sneezing, ideally with a tissue, and wash hands afterwards – this will also help to prevent the spread of the virus,
- Avoid touching their eyes, nose and mouth especially if they have touched a surface contaminated by the virus, this could transfer it into their body, and
- Avoid getting too close to people coughing, sneezing or with a fever, they can propel small droplets containing the virus into the air. Keep 2 meters apart.

## Symptoms of Coronavirus

Symptoms seem to start with a fever, followed by a dry cough. After a week, it leads to shortness of breath and may require hospital treatment. The virus rarely seems to cause a runny nose or sneezing.

We require any staff member with a fever, coughing and difficulty breathing or if feeling unwell to follow normal absence reporting procedure, other measures include:

- Staying at home, isolate for 2 weeks.
- Seek medical attention via telephone in the first instance
- Follow the directions of their local health authority, they will have the most up to date information on the situation in our area. Calling in advance will allow the health provider to quickly direct people to the right health facility. This will protect individuals and help prevent the spread of the virus and other infections.

#### Travel

- Although we will not request staff cancel travel plans, we do ask that all our staff consider if any travel planned to affected areas is essential.
- We will work with each member of staff returning from an area where the Coronavirus is spreading to discuss a plan of action even if they have no symptoms. This may result in that person working from home for the recommended fourteen days.
- If an employee has recently visited (in the past fourteen days) areas where the Coronavirus is spreading, they should follow the same guidelines above.
- They should stay at home if feeling unwell, even with mild symptoms such as headache and slight runny nose, until fully recovered. Avoiding contact with others and visits to medical facilities will allow these facilities to operate more effectively and help protect them and others from possible Coronavirus and also from other viruses.

If someone becomes unwell at work

If someone becomes unwell in the workplace and has recently come back from an area affected by Coronavirus, they should:

- Move away from other people,
- Go to a room or area behind a closed door,
- Avoid touching anything,
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow,
- Use a separate bathroom from others, if possible,
- Use their own mobile phone to call Miss Julie, home or an ambulance if they're seriously ill or injured or their life is at risk: 999

They should tell the operator:

- Their symptoms
- Which country they've returned from in the last 14 days

If someone with Coronavirus comes to work

If someone with Coronavirus comes to work, the workplace does not necessarily have to close.

The local Public Health England (PHE) health protection team will get in contact with Top Hat to

- Discuss the case,

- identify people who have been in contact with the affected person,
- Carry out a risk assessment, and advise on any actions or precautions to take

**Updated 5<sup>th</sup> April 2020**