

# COVID-19 IN THE WORKPLACE POLICY



## Introduction

Paul's Place take the health and wellbeing of the team very seriously and understands that the charity has a duty of care to all employees and volunteers. To ensure that we are doing everything that we can to manage the current situation and to keep the risk of transmission low we are putting in place the following to manage your return to work and ensure that you understand the systems that we have in place to keep you and everyone at Paul's Place as safe as possible.

## Paul's Place a COVID-19 Secure Business

Through self-assessment we can confirm that we are a COVID-19 Secure Business and have completed and have in place the five following steps:

1. We have carried out a COVID-19 risk assessment and shared this with the team
2. We have cleaning, hand washing and hygiene facilities in place in line with guidance
3. We have taken steps to allow people to work from home, where possible
4. We have taken all reasonable steps to maintain a 2m distance in the workplace
5. Where people cannot be 2m apart we have done what we can to manage the risk

## Team Returning to Work

Paul's Place recognises that returning to the workplace after a prolonged period away will affect people in different ways and individuals will be experiencing differing levels of anxiety. We have done everything that we can to ensure that we manage your return as best we can and would hope that you would talk to your manager about any worries or concerns that you have.

## Prior to your first day back

Before you return to work you will be notified of the details of your first day back in the workplace and what duties to expect to be doing. Together with this you will be asked to complete any paperwork required and bring this with you when you return to work. This will include:

- HR documentation relating to your flexible furlough status (if applicable).
- A completed Health Questionnaire – in relation to Covid-19

## Your first day back

On your first day back at work you will be required to take part in a team briefing. This will outline the changes that have been put in place because of Covid-19 and will inform you of the expectations that there are on you as a member of the Paul's Place Team. You will be required to read and sign any amendments to risk assessments

and policies to say that you understand and agree to following the amended ways of working.

### Every-day Temperature Checks

On starting work each day, you will be required to have your temperature checked. To do this you must:

1. Report to the entrance of the office (without entering) – area clearly marked 'Temperature Checking Area'
2. Your temperature will be taken by a Manager and recorded onto the temperature logging sheet (this will be kept for a period of one month)

The temperature guide is as follows:

Temperature	36.7 -37.5	37.6-38.6	38.7+
Action to be taken	Proceed with work	Notify a manager. Manager will decide on what to do and liaise with you. A possible outcome would be to repeat the test after an agreed amount of time.	You will be sent home and may be asked to take a free NHS Covid-19 test before returning to the workplace (this will depend on symptoms)

### Everyday Behaviours

You will be expected to comply with the requirements of the workplace in line with our risk assessments. This includes, but is not limited to:

1. **Hand hygiene** – you are expected to wash your hands, on arrival at work and then at regular intervals throughout the day (in line with public health guidelines, displayed by each hand washing facility).
2. **Use of bins** – rubbish should be deposited of in the bins provided in the building, all bins are now foot operated to avoid any unnecessary contact with potentially contaminated surfaces.
3. **Cleaning of toilet facilities after use** – you are expected to clean the toilet facilities after you use them, using the Sani-wipes and antibacterial spray, this should include the wiping of taps, door handles and light switches.
4. **Mugs/cups/glasses and cutlery** – you might want to bring your own equipment for eating and drinking throughout the day, clearly labelled to avoid any unnecessary cross contamination.
5. **Food/Drink preparation areas** – you are expected to clean any food and drink preparation areas after use.
6. **General cleaning** – we will have a cleaning rota and check list in operation and all team members will be expected to play their part in keeping the building clean and sanitised.

## Covid Testing

Paul's Place is reviewing whether team members will be required to take a test prior to the reopening of the day facility. All workers with the charity are deemed as 'essential workers' and the charity will continue to review this situation over the coming weeks.

## Training

In view of Covid-19 and the implications it has for Paul's Place as we support adults deemed as vulnerable, there will be additional training modules that you will be required to complete before you can work with Paul's Place Members, this training will include:

Training Module	Training Method	Who for
Infection Control	Social Care TV	Support Workers
Covid-19 Awareness	Bright HR	All Team Members
Health and Safety (includes PPE)	Social Care TV	All Team Members
Hand Hygiene	Social Care TV	All Team Members
Risk Assessment	Social Care TV	Support Workers

These training requirements are in addition to any other training that you are required to do to complete your role.

## Health

It is essential that we are very vigilant with regards to our health during this time and we have made some temporary amendments to our HR policies and sickness absence due to Covid-19. This is so we can limit people coming into work if they are feeling unwell.

## Worried about coronavirus symptoms

If you have any of the main symptoms of coronavirus (COVID-19), you must stay at home (self-isolate) and get a test.

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means 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** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

## What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

1. **Stay at home (self-isolate)** – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.
2. **Get a test** – get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.

### **Getting a free NHS test**

To get a free NHS test you follow this link:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

### **If you test positive for Covid-19**

If you test positive for Covid-19 you will be required to self-isolate for a period of 14 days. This period will start from the first day that the symptoms started. At day 12 you should attempt to speak to your Manager and together agree a way forward after day 14. If you test positive for Covid-19 you will continued to be paid, at the discretion of the Trustees, under the temporary amended terms, for 14 days. After 14 days this will be reviewed by your Manager. We will require documentation confirming your test results.

If someone in your household tests positive for Covid-19 you will be required to self-isolate for a period of 14 days. In this instance you should talk with your Manager as you will automatically qualify for statutory sick pay (SSP), even if you are not yourself sick, any changes will be made at the discretion of your Manager. In the first instance we would look to offer home working.

### **If you test negative for Covid-19**

If you test negative for Covid-19 the normal sickness terms, will apply. You should liaise with your Manager regarding your return to work. We may ask for proof of your negative Covid-19 status and your return to the workplace may be dependent on this.

### **If you require time off work to look after someone**

You are entitled to time off work to help someone who depends on you (a 'dependant') in an unexpected event or emergency. This would apply to situations related to coronavirus (COVID-19). For example:

- if you have children they need to look after or arrange childcare for because their school has closed;
- to help you if your child or another dependant is sick or need to go into isolation or hospital.

There is no statutory right to pay for this time off, but the Trustee Board has agreed to look at this on a case by case basis and you should speak to your Manager with regards to this situation.

### **If you do not want to attend work**

If you are worried about attending work due to Covid-19, you should talk to your Manager. In this instance you will not be entitled to SSP, but other options, such as the following, may apply (although there are no guarantees):

- a. Holidays (up to a maximum of eight days of total annual allowance is available, including any already taken, until the end of April. This is on an accrual basis and will increase each month).
- b. Unpaid leave
- c. The consideration of home-working

### **Mental Health and Wellbeing**

We recognise that this is an unprecedented time and that individuals' mental health and wellbeing is an area that we have a responsibility to focus on. To manage this as best we can we are committed to:

- increasing sessions of supervision/one to ones for all team members;
- creating additional space in the diary for reflection, team meetings and team briefing.
- encouraging peer support.

We will also continue to offer the Employee Assistance Programme (EAP) and team members can call (free and 24 hours) 0800 047 4097 (quote PAU005) to access confidential support and potential counselling.

### **Employee Travel Plans / Holiday**

Paul's Place accepts that team members will have plans to travel in the future, including pre-booked and paid for holidays. We would ask that you consider, for yours and others health reasons, whether travelling is the best thing to do. If a decision is made to travel, we ask that you let your manager know of the countries to be visited so that their return can be managed appropriately. We might for instance insist that you take additional leave if the need to self-isolate or quarantine on return to the UK is required (i.e. after a sudden surge in cases in the country that you have visited).

Paul's Place is considering whether it will allot periods of leave to employees whether that is in negotiation with your or via a shut-down week – this is so holiday entitlement can be carefully managed and have minimal interruptions on the charity in the future.

If you would like to cancel any pre-booked annual leave, you should discuss this with your Manager.

## Covid-19 Pre-Return to Work Declaration for Employees



Please use your own pen when completing this questionnaire. Employees must complete this questionnaire at least 3 days prior to returning to work.

Employee Details	
Name:	
Work area:	
Mobile No:	
Email:	
Date:	

Questionnaire	Yes	No
Do you currently have, or have you ever been diagnosed as having, Covid-19?		
Have you travelled abroad in the last 14 days? If yes please state where.		
Have you displayed any symptoms of Covid-19 in the last 14 days, namely fever, high temperature, persistent coughing, breathing difficulties / shortness of breath, and. or loss of taste or smell? If yes, which symptom(s) have you displayed		
Do you live in the same household as someone, or have been in close contact with someone, who has displayed symptoms of Covid-19 in the last 14 days or who has a confirmed case of Covid-19? If yes, please provide details:		
If you answered Yes to any of the foregoing questions, have you consulted a Doctor or other medical practitioner?		
Have you been advised by a doctor to self-isolate at this time?		
Do you travel alone to your place of work?		
Do you object to your temperature being taken before entering the premises?		

**NOTE:** When on site, please ensure you follow charity policy in respect of Covid-19, to include our on-site standard procedures regarding infection control (e.g. hand washing/hand sanitising, general coughing/sneezing etiquette, etc.). Information supplied in this questionnaire by you may be shared with our direct business contacts where you are attending their site for the provision of Paul's Place services, or where they come into contact with you whilst you are performing your work duties.

I confirm that the above information is accurate to the best of my knowledge:

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS COMPLETED FORM TO YOUR MANAGER**