

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.

7. PPE Equipment – must be deposited of in the PPE bins

Covid Testing

Paul's Place has liaised with the Local Authority and with Public Health regarding regular testing for Paul's Place staff. As of November 2020 regular testing is only available for 'tier 2' level staff and Paul's Place does not currently fall into this category. Staff should seek a test falling the guidelines as set out by Public Health England.

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 (PPE)	Social Care TV	All Team Members
Hand Hygiene	Social Care TV	All Team Members
Risk Assessment	Social Care TV	Support Workers

It is a priority for the charity to ensure that all other required training is up-to-date and all team members are clear of what is expected of them.

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.

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 we will continue to pay you as we are in receipt of an infection control grant from South Gloucestershire Council. Once this grant has ended then SSP would resume.

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 test negative, but have been exposed to COVID-19 you will be required to self isolate for 14 days.

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 you 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.

What will happen in the event of COVID-19 at Paul's Place?

The exact extent of COVID-19 cannot be predicted; however, several possible scenarios have been planned for. It is important that we identify anyone who has had a close contact with anyone who has tested positive (a case) so that they can isolate and prevent further infection from spreading. As a day care provider, we have decided to follow many of the measures and advice that are applicable to care homes and outline the following:

Staff Contacts

The following definitions should be used to identify close staff contact with a case:

- **Direct close contacts:** Face to face contact with a case for any length of time within 1 metre, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin). This includes exposure within 1 metre for 1 minute or longer without face to face contact.
- **Proximity contacts:** Extended close contact (within 2 meters for more than 15 minutes) with a case.
- **Travelled in a small vehicle with a case or in a large vehicle near a case.**

If PPE is worn, then as long as it was used appropriately the contact does not need to be isolated. This means that it should be the right PPE for the situation and that it has been put on and removed correctly.

Generally, if social distancing is maintained and PPE worn appropriately, that staff contact does not need to be isolated.

Isolation of staff contacts

Contacts should be isolated for 14 days from the last exposure (if PPE not worn as outlined above).

If symptoms develop then they should arrange a test.

- If negative, then they should complete 14 days isolation.
- If positive, then they need to isolate for 10 days from the outset of the symptoms. They can return to work after this unless they have a fever, in which case they should remain in isolation until they have been free of a fever for 48 days.

Member contacts

The following definitions should be used to identify close Member contacts of a case:

- Have spent 15 minutes within 2 metres of an infectious Member
- Have been in as close contact with an infectious case, where/when there has been a breach of PPE

Isolation of member contacts

Members who have been deemed to have been in close contact with the case, will be notified by Paul's Place that they have potentially been at risk and told to self-isolate for 14 days.

These Members will not be permitted back to Paul's Place until after a 14 day period.

Visitor Contacts

Paul's Place will contact visitors who may have come into contact with the case and advice them to self-isolate for 14 days if the correct PPE was not worn.

Household contacts of a positive staff member

Household contact will be traced and advised by the Test and Trace service. Paul's Place will not take action on this.

SOME ONE AT PAUL'S PLACE BECOMES UNWELL

If someone becomes ill at Paul's Place, and we have concerns that it might be coronavirus, we will:

- ensure that the person is away from other people, by taking them to the small meeting room.

we will ask the unwell person to use their own mobile (where possible) to call either:

- for NHS advice: 111.
- for an ambulance if they are seriously ill: 999.

After leaving the room, the room will be 'out of bounds' until such a time that it has been completely sanitised.

SOME ONE WITH COVID-19 COMES TO PAUL'S PLACE

If someone with coronavirus comes to Paul's Place, we will contact the local Public Health England (PHE) health protection team and together we will discuss the case, carry out a risk assessment and agree what next steps to take.

Paul's Place is likely to close for 24 hours whilst a deep clean takes place and we are deemed safe to open again.

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