

Covid-19 Hygiene Policy & Procedure

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1. Purpose

Under the provision of the Health & Safety at Work Act (1974), both the employer QRS and our employees / workers understand our obligations, so far as is reasonably practical, to fulfil the statutory duties that are required of us. Furthermore, with the ongoing Coronavirus pandemic, we recognise an additional duty of care for everyone. We will therefore aim to:

- Maintain compliance to the requirements of the Health & Safety at Work Act and associated Regulations.
- Continue to provide safe and healthy working conditions to all our employees / workers, subcontractors, clients and visitors whilst making workplace amendments as needed to protect everyone from the virus.
- Provide sufficient information, instruction, training and supervision to ensure ongoing compliance to COVID management and that all persons are aware of the dangers of COVID 19 and how to protect themselves.
- That this policy and associated policies and procedures are continually monitored, reviewed and communicated to ensure COVID systems remain effective and are known by everyone.
- To enhance welfare arrangements to ensure good hygiene levels are maintained at all times.
- Arrangements are in place for the safe use and maintenance of all equipment that is used by our employees.
- Implement emergencies arrangements so that everyone understands what to do in the event of a major incident including potential or confirmed cases of COVID 19.

2. Scope

All areas of QRS.

3. References

- Government website.
- Public Health England website.
- NHS Website.
- HSE Website.

4. Introduction

This Covid-19 hygiene policy / procedure is to be adopted whilst Covid-19 remains. It has been created to ensure, so far as it is reasonably practicable, that work will be carried out with a commitment to protecting the health & safety of everyone who comes into the premises. This policy has the full support of the Board of Directors.

5. Policy

In implementing this commitment to manage hygiene we will:

- Provide hand sanitiser around the offices and at high touch points.
- Encourage employees to wash their hands thoroughly after going to the toilet/washroom, before and after eating or handling food and after sneezing. You should cough/sneeze into your sleeves, preferably your elbows. If a tissue is used, discard it properly and clean/sanitize your hands immediately. Avoid touching your face, particularly eyes, nose and mouth with your hands to prevent from getting infected.

- Provide all staff with copy of 'Safe working booklet'.
- Increase the cleaning frequency of washroom and kitchen areas, as well as frequently touched things such as handrails, door handles and entry phones and keypads.
- Provide additional cleaning products to allow increased cleaning of workstations, break areas and items such as telephones, screens and keyboards.
- Ensure windows are opened to increase ventilation.
- Ensure all Visitors to the site are aware of this policy.

6. Hand washing / Sanitising Workstations/Desks/Equipment

Hands should be thoroughly washed at regular intervals and all employees / workers should sanitise their desk, workstations or equipment using either anti-bacterial wipes or spray sanitiser with tissue. This will help aid the control of spread should there be a positive Covid case onsite and help when it comes to identifying which areas require closing down for deep cleaning.

7. PPE

- Masks – You can choose to wear a mask whilst moving around the building but this is not compulsory.

8. Covid Case Procedure

8.1 Introduction

If an employee / worker is tested as positive, an assessment should be undertaken to establish that persons contacts and movements around the business over the 48 hours before onset of symptoms. This will highlight potential areas that will need a deep clean and will let the business know who should self-isolate after having close contact with that person. Following government guidelines, there is no need to close down the whole premise if areas and close contacts can be identified.

If the basic rules are followed: wash your hands and sanitising your desks/workstations regularly, then this will reduce the need for closing and deep cleaning areas.

8.2 Who is a close contact?

A 'close contact' is a person who has been near (within 2 metres) to someone who has tested positive for Covid-19 and this contact was any time from 2 days before until 10 days after onset of symptoms in the infected person (this is when they are infectious to others). For the purposes of contact tracing and isolation, 'close contact' means having face-to-face contact with someone less than a metre away (even if a face-covering or face-mask is worn) or being within 2 metres of an infected person for 15 minutes or more.

8.3 Who should undertake the assessment?

The assessment should be a joint effort between your line manager and the HR Director. The employee/worker should be asked questions via email or phone to get as much relevant information as is reasonably possible to establish the extent of the potentially infected areas and employees.

8.4 Who undertakes the deep clean?

The deep clean will be undertaken by a member of the management team or the Board using full PPE which will involve the sanitisation of all low-level hard surfaces that a positive case may have come into contact with.

8.5 How long will employees/workers have to self-isolate?

Any employees / workers that have been in close contact with the person who has tested positive will have to self-isolate for 10 days, in line with government guidelines and QRS self-isolating procedure.

9. Self-Isolation Procedure

9.1 Symptoms

The Symptoms of Covid-19 are:

- A high temperature – above 37.8°C
- A new, continuous cough – this mean 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 have noticed you cannot smell or taste anything, or things smell or taste different to normal.

9.2 Procedure

If you've come into work and start to feel unwell with symptoms that are explained in section 1 you should:

- Use your mobile to contact your line manager or the HR Director and tell them you think you may have the Coronavirus.
- Collect your belongings and go home as quickly as possible. Use the most direct route, staying as far from other people as you can. Try not to touch anything. If possible, wear a mask.
- Go straight home. Do not go anywhere else.
- Take a Covid test as quickly as possible.
- Your line manager will want to know who you have spoken to and which areas of the workplace you've been into. They will need all surfaces in all these areas and anything you may have touched to be cleaned and disinfected. This will include high contact areas, such as washrooms.
- The current advice for people who think they have Covid-19 is that you should NOT go to your doctors or to a hospital. You should go online and check the government guidance or use the NHS 111 Online Coronavirus Service for advice. The current advice is to stay at home and self-isolate for 10 days.
- If you have tested positive, after 10 days you can stop self-isolating if your symptoms have gone, or if you have a cough or changes to your sense of smell or taste – these symptoms can last for weeks after the infection has gone.
- You will need to keep your line manager or the HR Director updated on how you are and what you've been advised to do.
- Your manager will inform your colleagues. If any of your colleagues feel there's a chance that they may have been infected they will then need to self-isolate for 10 days from the appearance of the symptoms.

10. Covid-19 Visitors Procedure

10.1 Purpose

Where visits are pre-planned, it is good practice to ask visitors to complete a visitor's questionnaire to ensure they understand and follow QRS Covid-19 procedures.

10.2 Procedure

- Send visitor a copy of our Covid-19 Hygiene and procedures and request they complete a visitor's questionnaire.
- No-one with symptoms (high temperature, persistent dry cough or loss of taste/smell) to be allowed on site.
- If 2 meters social distancing cannot be maintained, then a face mask must be worn by all parties.
- Hand sanitizer must be used regularly.
- All surfaces to be wiped down and sanitized after use.
- Visitors movements around the building must be kept to a minimum.

This Policy is the responsibility of the HR Director, supervision of the Policy will be undertaken by the HR Director.

These policies supplement your terms of employment but are not of contractual effect. Their purpose is to explain the Company's current policies and procedures but they may be subject to change without notice if changes are considered appropriate by the Company or if there are changes in relevant legislation.

11. Covid-19 Visitor's Questionnaire

The health and well-being of our employees / workers, colleagues and visitors is of the utmost importance to QRS.

Before attending our Office, we politely request that you provide answers to the questions below:

| | |
|--|----------|
| Have you travelled from abroad in the last 14 days? | YES / NO |
| Been in direct physical contact with any person who has travelled to an 'at risk' or 'quarantine on return' country within the past 14 days? | YES / NO |
| Been in direct physical contact with any person who has been diagnosed with or has symptoms of Covid-19 Coronavirus? | YES / NO |
| Believe yourself to be currently experiencing any of the symptoms of the Covid-19 Coronavirus specifically a fever, cough, loss of taste/smell and/or shortness of breath? | YES / NO |

If the answer to any of the above is 'Yes', please provide specific details below:

Signed: _____

Name: _____

Job Title: _____

Company Name: _____

Date: _____