7.6 – Covid Policy

This policy includes the measures we are actively taking to mitigate the spread of Coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe working environment. Its important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

Sick Leave Arrangements:

1. If you have cold symptoms, such as cough/sneezing, but have not tested and are well enough to work, then please do.
2. If you are negative but have all the symptoms of Coronavirus and you are too unwell to work, then please stay off work and in line with the 'Sickness Policy', absences are unpaid unless you are entitled to Sick Leave.
3. If you have tested Positive for Coronavirus, you are not allowed in the setting until you are negative. Your salary will be paid for your contracted hours and you will owe the setting hours.

General hygiene rules:

1. Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20 second hand-washing rule). You will also use the sanitizers you'll find around the setting.
2. Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
3. Open the windows regularly to ensure open ventilation.
4. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
5. If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures.

You are not obliged to take a Coronavirus test and your employer will not ask you to. It is your choice to take a Coronavirus test, and therefore if you are Positive but feel fine in yourself, the rules still apply that you stay off from the setting until you are negative.

Date of Policy	Policy written by:	Date Reviewed:
9th March 2023	Rachel Penny	
