



COVID-19 Policy

Document No.	Revision	Date	Owner
POL-003	1	20/07/2020	Mark Tissington

1 Policy brief and purpose

This policy sets out our intentions in relating to the COVID-19 pandemic. We are a consultancy business and are active in our own office, and in client's workplaces which can be varied. Due to restricted space we will not meet in our office but where it is essential to meet away from client's workplaces, we prefer using video conference software. We will provide a meeting room or third-party location with sufficient space to maintain social distancing if video conference is impossible. If social distancing is difficult, we will limit numbers and take extra measures such as wearing masks or face coverings to reduce the risk of transmission.

When attending client's workplaces, we will establish their COVID Secure status before attending, however we recognise that we may be engaged to facilitate a client's COVID-19 management so we will perform dynamic risk assessment using our staff checklist COV19-004. In this way we will protect our own consultancy staff and client's wellbeing. If the client has performed a risk assessment before we attend, we will comply with client requirements however all our staff are free to wear face masks and over-glasses and will carry hand gel.


2 Protective measures

Our policy is to follow these general protective measures, but to risk assess specific workplaces to identify any additional controls needed (e.g. narrow passage needing 1-way system):

- Preserve 2m social distancing where possible, if 2m is impossible then a minimum of 1m is to be maintained.
- Our staff will wear facemasks when 2m distancing is not possible indoors.
- Hands must be washed hourly for 20 seconds with soap and water (or a sanitising gel >60% alcohol if running water is unavailable) and always after using shared equipment or contacting frequently used surfaces such as door handles, kettles, phones etc. and after using a toilet or urinal.
- Hands must also be washed or sanitised before and after fitting a facemask, as well as after removal.
- Frequently used surfaces and common areas must be cleaned with detergent and wiped with disinfectant at the start of a meeting or work period and after returning from breaks.
- Reusable masks must be put on and taken off by tilting the head forward and holding the straps of the mask, pulling them back over the ears. When worn, store in a sealable plastic bag. Reusable masks should be washed daily at >60°C.
- Wipe toilet seats and cubicle surfaces before use with a soapy disposable cloth or disinfectant wipe. Ensure toilets are left clean as the virus lives on faecal matter.
- If you need to cough, please use a tissue, handkerchief or the crook of your elbow.
- Our staff will not use public transport for business travel and will work at home whenever practicable and they are comfortable doing so.
- Consultancy staff and clients are free to suggest changes to this policy at any time. Do not continue work if concerned, stop and raise the issue before going on. If you feel anxious, notify the company.

3 Illness

If staff, clients or visitors fall ill in the workplace with COVID-19 symptoms they must be isolated with access to sanitary facilities (at least a bowl with soap and water) and 111 called for advice. The names of all those present or who have contacted the person must be recorded. Double bag any waste, storing for 72 hours. Deep clean their working area(s) immediately. If feeling ill at home, they should stay home and call 111.

Dated	Mark Tissington	Signed: 
15 th July 2020	Managing Director	