



<b>Policy No:</b> SJD/ORG/11	<b>Authorised by:</b> Davina Powell	<b>Review Date:</b> 2 <sup>nd</sup> November 2023
<b>Policy Date:</b> 12 <sup>th</sup> April 2021		<b>Date of Next Review:</b> 1st November 2024
<b>CORONAVIRIS (COVID 19)</b>		

The Coronavirus (COVID-19) Policy states all the essential guidelines employees should follow during the coronavirus outbreak and temporary alterations of existing sick leave and work from home policies.

#### **Purpose**

This policy includes the measures SJD Homes is actively taking to mitigate the spread of coronavirus. All employees are advised to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions, The Management will always treat the private health and personal data of her staff and clients with much confidentiality and sensitivity. This Policy is susceptible to changes with the introduction of additional governmental guidelines. If so, Management will update everyone as soon as such changes have been done.

#### **Scope**

The Coronavirus Policy applies to all of all employees; those who physically work in the office, as well as out in the community. Management strongly recommends to all workers to read through this action plan as well, to ensure collective and uniform response to this challenge.

#### **Elements**

The Company outlines the required actions employees should take to protect themselves, their co-workers and the clients from potential coronavirus infection.

##### **Sick leave arrangements:**

- If any staff has cold symptoms, such as cough, sneezing, fever, or feel poorly, they should request sick leave or work from home.
- If any staff tests positive to COVID-19 diagnosis, they can return to the office *only after* they have fully recovered form it. They should present certificate from their GP confirming their recovery.

### **Work from home requests:**

- If any staff is feeling ill, but are able to work, they can request to work from home.
- If any staff has recently returned from areas with a high number of COVID-19 cases, The Company will ask the staff to work from home for 14 calendar days. The staff may return to the Office only if only if they are fully asymptomatic. They will also be asked not to come into physical contact with any colleagues during this time.
- If any Staff has been in close contact with someone infected by COVID-19, with high chances of being infected, they should request to work from home. The Staff will also be asked not to come into physical contact with any colleagues during this time.
- If the staff is a parent and have to stay at home with their vulnerable clients, they may request to work from home. Staff should follow up with the Office or Manager to make arrangement and set out what is expected from them.
- If any Staff needs to provide care to a family member infected by COVID-19, they may request work from home. The Staff can only be permitted to return to work 14 calendar days after their family member has fully recovered. This will be agreed if the employee is asymptomatic or has a doctor's note confirming they do not have the virus. Staff will be asked not to come into physical contact with colleagues during this time.

### **Travelling / Commuting Measures:**

- Work trips and events, within and outside UK will be cancelled until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
- If Staff normally commutes to work by public transport and no have other alternatives, Staff will be asked to wear masks, or work from home as a precaution, if possible.
- If Staff is planning to travel voluntarily to a high-risk country with increased COVID-19 cases, The Company will ask them to work from home for 14 calendar days. The staff will be asked not to come into physical contact with any colleagues during this time.

## **Advice to Staff of protecting self and others from the spread COVID-19**

You can reduce chances of infection or spreading COVID-19 by taking precautions:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.
- Maintain at least 1 metre (3 feet) distance between yourself and others. Why? When someone coughs, sneezes, or speaks they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person has the disease.
- Avoid going to crowded places. Why? Where people come together in crowds, you are more likely to come into close contact with someone that has COVID-19 and it is more difficult to maintain physical distance of 1 metre (3 feet).
- Avoid touching eyes, nose and mouth. Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and infect you.
- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash your hands. Why? Droplets spread virus. By following good respiratory hygiene, you protect people around you from viruses such as cold, flu and COVID-19.
- Stay home and self-isolate even with minor symptoms such as cough, headache, mild fever, until you recover. Have someone bring you supplies. If you need to leave your house, wear a mask to avoid infecting others. Why? Avoiding contact with others protects them from possible viruses.
- If you have a fever, cough and difficulty breathing, seek medical attention, but call by telephone in advance if possible and follow the directions of your local health authority. Why? National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.
- Keep up to date on the latest information from trusted sources, such as WHO or your local and national health authorities. Why? Local and national authorities are best placed to advise on what people in your area should be doing to protect themselves.

## **Advice to Staff on the safe use of alcohol-based hand sanitizers**

To protect yourself and others against COVID-19, you must clean your hands frequently and thoroughly. Use alcohol-based hand sanitizer or wash your hands with soap and water. If you use an alcohol-based hand sanitizer, make sure you use and store it carefully.

- Keep alcohol-based hand sanitizers out of vulnerable clients' reach. Teach them how to apply the sanitizer and monitor its use.

- Apply a coin-sized amount on your hands, do not use large amount of the product.
- Avoid touching your eyes, mouth and nose immediately after using an alcohol-based hand sanitizer, as it can cause irritation.
- Hand sanitizers recommended to protect against COVID-19 are alcohol-based and therefore can be flammable. Do not use before handling fire or cooking.
- Under no circumstance, drink or let vulnerable clients swallow an alcohol-based hand sanitizer. It can be poisonous.
- Washing your hands with soap and water is also effective against COVID-19.

### **Coping with stress during the Lockdown**

It is normal to feel sad, stressed, confused, scared or angry during a crisis.

Talking to people you trust can help. Contact your friends and family

If you must stay at home, maintain a healthy lifestyle - including proper diet, sleep, exercise and social contacts with loved ones at home and by email and phone with other family and friends.

Do not use smoking, alcohol or other drugs to deal with your emotions.

If you feel overwhelmed, talk to a health worker or counsellor. Have a plan, where to go to and how to seek help for physical and mental health needs if required

Get the facts. Gather information that will help you accurately determine your risk so that you can take reasonable precautions. Use trusted sources like: WHO website or, a local or state public health agency.

Limit worry and agitation by lessening the time you and your family spend watching or listening to media coverage that you perceive as upsetting.

Draw on skills you have used in the past that have helped you to manage previous life's adversities and use those skills to help you manage your emotions during the challenging time of this outbreak

Try and keep vulnerable clients close to their parents and family and avoid separating vulnerable clients and their caregivers to the extent possible. If separation occurs (e.g., hospitalization) ensure regular contact (e.g., via phone) and re-assurance

Keep to regular routines and schedules as much as possible, or help create new ones in a new environment, including school/learning as well as time for safely playing and relaxing.

Provide facts about what has happened, explain what is going on now and give them clear information about how to reduce their risk of being infected by the disease in words that they can understand depending on their age.

This also includes providing information about what could happen in a re-assuring way (e.g., family, client may not feel well and may have to go to hospital for some time so doctors can help them feel better).

### **Related Policies**

Infection Control

Food Hygiene and Safety

Personal Care and Hygiene

Health and Safety

**Monitoring and Review**

This policy will be reviewed, amended, and signed off by the Manager annually or as required. These reviews should be both **clear** and **measurable**.

