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Coronavirus (COVID-19) Policy

Subject: Coronavirus (COVID-19)	Effective: Sept 2020
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1. PURPOSE

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are asked to follow these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important we all respond responsibly to these health precautions, to protect ourselves, colleagues and peers and loved ones.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of new additional governmental guidelines. Any revised additions will be communicated to you in due course.

Here we outline required actions employees, visitors to the building and learners should take to protect themselves and others from a potential coronavirus infection.

If any person fails to adhere to the policy than Enterkey management reserve the right to refuse entry for that person onto our premises.

2. POLICY

2.1 Sick Leave

- 2.1.1 If you have symptoms of a cold such as a consistent cough/sneezing/fever, or feel poorly, a loss or change to your sense of smell or taste then do not come into the office. You will need to contact your point of contact and inform them. You must not come into the Enterkey Office for at least 10 days and get a COVID-19 test.
- 2.1.2 If you test positive for COVID-19 you need to inform your line manager at once and self-isolate as per government guidelines and within this policy.
- 2.1.3 Employees must provide evidence of a negative COVID-19 test before returning to work.
- 2.1.4 If you come into contact with someone or live with someone who has symptoms of COVID-19 or has tested positive with the virus then you must self-isolate for 14 days.
- 2.1.5 If you have been contacted by NHS Test and Trace to inform you that you have been in contact with someone who has the virus, you will need to self-isolate for 14 days and inform your point of contact
- 2.1.6 If someone in your support bubble has symptoms or tested positive for the coronavirus you will need to self-isolate for 14 days and inform your point of contact.

- 2.1.7 If you have returned from areas with a high number of COVID-19 cases (based on government announcements) you will be asked to self-isolate for 14 days and only come to the office when you are fully asymptomatic.
- 2.1.8 Statutory sick pay is payable from the first date of absence due to COVID-19.

2.2 Working Arrangements

- 2.2.1 You must practice social distancing at all time in the Enterkey offices. A distance between you and another person of 1 to 2 meters is required at all times. Where it is possible a 2 metre distance is always preferable.
- 2.2.2 If possible virtual meetings should be considered
- 2.2.3 You must stay out of other people's work spaces
- 2.2.4 You must ensure that your work space and computer terminals are clean and wipe down your surfaces regularly.
- 2.2.5 Temperatures of all persons entering the building shall be taken and recorded in our temperature reading book. In the event that your temperature is 37.8C or greater than you will be asked to leave and go back home and complete a coronavirus test. Inform your point of contact from Enterkey the outcome of your test.
- 2.2.6 Entrance into the building...one way system please follow this for all who enter the building
- 2.2.7 Staggered breaks. Staff must adhere to assigned break times.
- 2.2.8 Keep all your personal belongings in your desk drawer and person work space.
- 2.2.9 Where possible minimise hard copies of paperwork. Have digital copies instead.
- 2.2.10 Ensure you leave bathroom and toilet areas clean after use and wipe down areas with sanitiser's or wipes after use.
- 2.2.11 Wear masks allocated by Enterkey if required or bring your own in for meetings and to be worn in public areas where there are more staff present.
- 2.2.12 If you fall under the vulnerable/extremely vulnerable categories to COVID-19 to inform your line manager.

2.3 General Hygiene Rules

- 2.3.1 Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands following the government's 20 second hand washing rule. This is where you wash your hands for a period of 20 seconds. You may also use a hand sanitiser. You will find these situated around the building and should also be carrying your own as a staff member.
- 2.3.2 A designated caretaker is assigned the role to clean all areas of the workplace at the end of business. This will include a clean of door handles, touch pads, bannister rails and general cleaning of areas that people have come into contact with during the day.
- 2.3.3 Each staff member will be allocated a hand sanitizer.
- 2.3.4 Where you are able to then please wear face masks. This is particularly important during meetings with learners and members of the public.
- 2.3.5 Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly in a designated COVID-19 bin provided and clean/sanitize your hands immediately.
- 2.3.6 Use the designated waste bins to dispose of masks, gloves, tissues etc.

- 2.3.7 Avoid touching your face, eyes, nose and mouth with your hands to prevent getting infected.
- 2.3.8 Open windows regularly to ensure ventilation.
- 2.3.9 When handling external goods ensure hand hygiene rules are followed.
- 2.3.10 Do not share pens or working tools that your colleagues have been using.

3. Applicability

- 3.1 This policy is applicable to all staff and employees who use the Enterkey Office at 337-339 Coventry Road, Small Heath, Birmingham, B10 0SN.
- 3.2 This policy also is applicable to all learners and visitors who visit the premises.

4. Procedures

- 4.1 All staff and regular centre visitors will be required to read and adhere to this policy.
- 4.2 Once read please sign and date the bottom to say you understand and have read Enterkey Training's Coronavirus (COVID-19) Policy in accordance with current government COVID-19 Health and Safety Regulations.