



## Staying Safe at Work During the COVID Pandemic (Staff Guidelines/Policy)

### Policy brief & purpose

This company 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 workplace in this unique environment. It's 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.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

### Scope

This coronavirus policy applies to all of our employees who physically work in our office(s). We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

### Policy elements

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

#### PPE/Face coverings

- You must wear appropriate PPE if attending the home. Please wear either a visor or mask. It is important to use face coverings properly and wash your hands before putting them on and taking them off. You will be provided with gloves, face coverings and hand sanitizer.

We will endeavor to support you so please remember to:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you have touched it
- Continue to wash your hands regularly throughout the session/day.
- Change and wash your face covering daily. If the material of the face covering is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.
- Practice social distancing wherever possible.

### **Clothing/Laundry**

- Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- Do not shake dirty laundry, this minimizes the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

### **Cleaning the workplace**

- ABA Horizons understands the difficulties that surround this as it's not your home, but it's important you at least try to sanitize the primary area you're working in.
- Frequent cleaning of objects and surfaces that are touched regularly, using your usual cleaning products.
- Arranging methods of safely disposing waste with the householder.
- Removing all waste and belongings from the work area at the end of a shift and at the end of a job.
- If you are cleaning after a known or suspected case of coronavirus then you should refer to the specific guidance.

## General Hygiene whilst working

- Washing your hands more often than usual for 20 seconds using soap and hot water, particularly after coughing, sneezing, and blowing your nose.
- Reducing the spread of germs when you cough or sneeze by covering your mouth and nose with a tissue or your sleeve, not your hands. Throw the tissue in a bin immediately, then wash your hands.
- Cleaning regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.
- If handwashing facilities are not accessible, you should carry hand sanitizer. We will endeavor to provide the following:
  - Face covering/s
  - Aprons
  - Gloves
  - Sanitizer
  - Anti Bac wipes for reinforcers Handling goods & other materials (reinforcers)
- Please ensure social distancing and hygiene measures are followed when supplies or tools are needed to be delivered to a home, for example building supplies.
- Collecting materials in bulk to reduce the frequency of needing to visit shops to buy or collect materials.
- Removing waste in bulk if possible. Returning to work Our objective is to make sure all workers understand coronavirus related safety procedures by:
  - Providing clear, consistent, and regular communication to improve understanding and consistency of ways of working amongst our workers.
  - Engaging with our workers through existing communication routes and worker representatives to explain and agree any changes in working arrangements.

## Work related travel

- Where workers need to move between different homes and locations to complete their work,

social distancing and hygiene advice should be considered, especially before entering other homes.

- Where workers are required to stay away from their residence, making sure any overnight accommodation meets social distancing guidelines.
- If you are using public transport, by law you will need to wear a facemask or you face a fine.

### Interacting with householders

Our aim is to make sure people understand what they need to do to maintain safety. Please ensure you are communicating with households prior to arrival, and on arrival, to ensure the household understands the social distancing and hygiene measures that should be followed once work has commenced.

### Moving around when working in a home

- It is recognized that for providers of some in-home services, it will not always be possible to maintain physical distance from customers.
- If it is not possible to maintain social distancing while working in the home then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk.
- Working materials, such as tools or domestic appliances, should be assigned to an individual and not shared if possible. If they need to be shared, they should be shared by the smallest possible number of people.
- Discussing with households ahead of a visit to ask that a 2m distance is kept from those working, if possible.
- Asking that households leave all internal doors open to minimize contact with door handles.
- Identifying busy areas across the household where people travel to, from or through, for example, stairs and corridors, and minimizing movement within these areas.
- Bringing your own food and drink to households and having breaks outside where possible.

- Limiting the number of workers within a confined space to maintain social distancing.
- Allocating the same workers to a household where jobs are repetitive. Employers and agencies should introduce fixed pairing to have the same individuals allocated to a household where jobs are repetitive in nature.
- On arrival and departure and to ensure handwashing upon arrival.

#### Symptoms/Test and Trace alert

If you have coronavirus symptoms:

- A high temperature
- A new, continuous cough
- A loss of, or change to, your sense of smell or taste – you MUST stay home and get a test as soon as possible. You may return to work once you have a negative test result, proof will be required. If you test positive, you can return to work once your quarantine period has ended (again, proof will be required).
- If you receive a Test and Trace NHS notification informing you that you have been in contact with someone who has recently tested positive for COVID 19, you must isolate as per government guidelines.
- If someone in your household/ support bubble has tested positive for COVID 19, please refer to government guidelines regarding how long you will need to isolate for.

In all cases, you must let us know as soon as possible.