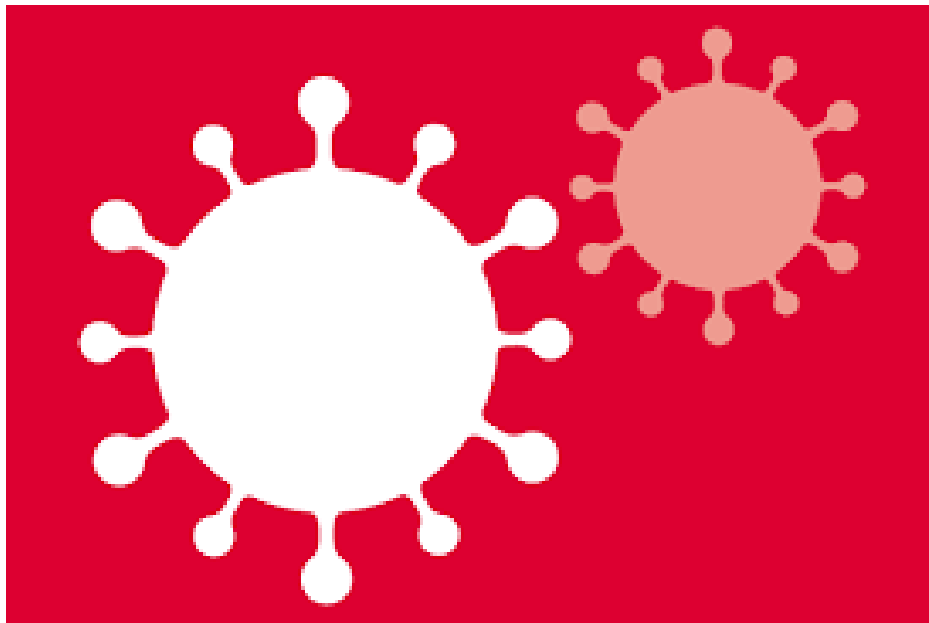




Action Community Enterprises CIC (ACE)

Corona Virus (Covid-19) Company Policy



Policy number:	COV1
Version:	1.0
Policy holder:	Lou Gardiner
Approval board:	ACE Board of Directors
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Review period:	Annual
Date of next review:	December 2020

Action Community Enterprises CIC

Corona Virus (Covid-19) Policy and Procedure

Rationale

ACE are committed to protecting all students, staff and visitors, to the best of our ability, from contracting Covid-19 whilst on ACE's premises. We have put in place procedures, following a detailed risk assessment, which will help us to mitigate the transmission of the infection. You are kindly requested to follow these procedures diligently, to sustain a healthy and safe place of learning and workplace. It is important that we all respond responsibly and transparently to these procedures. We assure you that ACE will always treat your private health and personal data with the highest confidentiality and sensitivity.

This Policy document and Procedures should be read in conjunction with central government or the local authority regulations, advice and guidelines, which as the situation changes will take precedence over the actions set out in this policy and procedures.

This Policy document and Procedures should also be read in conjunction with:

ACE's Covid -19 risk assessment document
Staff Handbook - Sickness addendum (for staff only)

Scope

This policy applies all our students, employee's, directors and visitors who are physically visiting our Centre or working with us out and about in the community. All students, staff and visitors are required to read this document and ACE's Covid-19 risk assessment, this includes any staff and students who are remote working as well as any furloughed personnel, this will ensure that we collectively and uniformly responding to this challenge.

Traveling/commuting measures:

- All non-essential work trips and events have been cancelled/postponed until further notice.
- In-person meetings should be carried out virtually where possible or following any updated government guidance if in person.
- If you normally commute to the office by public transport you will need to do so in line with the government guidelines.

Procedures

For detailed procedures please refer to the Covid-19 risk assessment.

General hygiene procedures

- Upon arriving at ACE we request that you wash your hands immediately.
- Adhere to current government social distancing measures at all times whilst on premises.
- Take note of staff and student notices which will provide you with current procedures as they may change with government and or local authority advice.
- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). Use the sanitizers you will find around the premises on a regular basis
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Keep windows open as much as possible to ensure good ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent cross infection.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with others and if necessary take extra precautionary measures, review whether you should be self-isolating.

References [1] Government COVID-19 advice web site