

Coronavirus and Infectious Disease Policy

The COVID-19 pandemic is unprecedented and unlike any crisis we, as a private training provider in the hospitality industry have had to face before. This is our policy on how we are to manage this pandemic and is also valid for any other infectious disease. We continue to maintain our high standards and values.

Managing employee sickness

If you have symptoms of coronavirus (COVID-19) you must not come into the office or go on a review / monitoring visit. If you develop symptoms of coronavirus (COVID-19) in the workplace or on review / monitoring visits you should go home safely and are advised to follow the stay at home guidance. The area around the person with symptoms will be immediately cleaned and disinfected.

If you are experiencing symptoms, visit NHS 111 online or call 111 if there is no internet access. In an emergency, call 999 if you or a colleague are seriously ill or injured, or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If you test positive for coronavirus (COVID-19) you must stay at home and following Government guidelines. If you have helped a member of staff who has developed symptoms of coronavirus (COVID-19), you do not need to go home unless you develop symptoms themselves. You should wash your hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

It is not necessary to close the business or workplace or send any staff home unless government policy changes. Follow the safety standards following someone who has taken ill in the office or on a visit.

You should keep monitoring the government response to coronavirus for further updates.

The Food Standards Agency's fitness for work guidance for staff who handle food products provides advice on managing sickness in a food business. Understanding this guidance and applying it on both a personal and business level can help to prevent the transmission of coronavirus (COVID-19).

Please read this policy in conjunction with our Health and Safety Policy.

If a member of your family has developed Coronavirus symptoms, please follow the Government guidelines, and follow the self-isolation rules.

Staff where possible will be encouraged to work from home.

Staff are discouraged from using public transport, following Government guidelines.

If essential to use public transport, face coverings must be used, following Government guidelines.

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Overseas travel is strongly discouraged for the moment. If staff do choose to do this now, they will need to self-isolate for 14 days as per Government guidelines. This will be based on whether travel is to somewhere on the green, amber and red list.

Guidelines for in the office and on Monitoring visits

- Follow the Government Guidelines at all times.
- Follow the guidelines for social distancing at all times. If on a monitoring visit, ensure that social distancing applies in all situations.
- Handwashing or hand sanitising every 30 minutes where possible. Wash hands with antibacterial soap for a minimum of 20 seconds.
- Hand sanitisers and anti-viral wipes to be made available everywhere in the office and to staff going on visits.
- Masks available for all trainers going on visits
- Scheduled sanitising of all shared surfaces in the office every 30 minutes.
- Increased cleaning across the board.
- No physical contact (no handshakes, high fives, etc.).
- Avoid sharing computers, phones, and stationery.
- No hot desks. All staff have their own desks.
- Avoid group events or meetings where social distancing cannot be guaranteed.
- All disposable, masks, gloves will be disposed of safely and hygienically.
- When visiting learners take own refreshments. Do not accept refreshments from sites visited.
- No sharing of cars when going on visits.
- All staff and visitors to observe the policy and adhere to all the rules.

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