

Sue Lambert Trust

LIFTING THE CORONAVIRUS LOCKDOWN POLICY ON SAFE WORKING DURING THE COVID-19 PANDEMIC

Introduction

As the coronavirus (COVID-19) lockdown is eased, we recognise that the Trust needs to return to normal operations where possible and adapt to new ways of working where required. This policy explains the changes to our working environment and new ways of working.

These adaptations have been informed by our COVID-19 risk assessment, the results of which can be found on our website <https://www.suelamberstrust.org>. We have consulted your staff and volunteers about the changes.

We encourage you to let us know if you have any concerns, have identified any potential risks, or have any suggestions for further adaptations we can make - you can do this by raising concerns or making suggestions to the Sonia Marshall or Clive Evans.

In advance of your return

We have identified the minimum number of workers needed to operate safely and effectively, while maintaining social distancing, in our work locations.

We are asking workers to attend work only where their role requires their physical presence. Workers who can work from home should continue to do so.

Workers with serious underlying health conditions who have been advised to shield against coronavirus should continue to do so for the duration of their shielding period. Workers in other vulnerable groups, such as pregnant workers and those aged 70 or over, are being consulted individually about potential adaptations to their role.

If you or someone you live with has coronavirus symptoms

It is absolutely essential that if you or anyone you live with develops:

- a fever, particularly a high temperature (ie a temperature of 37.8 degrees or over); and/or
- a continuous cough,

you do not attend work and self-isolate in accordance with the Government's guidance at www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection.

In line with our sickness absence reporting procedure, you should notify your line manager/the office by telephone before you are due to start work, or as soon as possible if that is not practical.

Travel to and from work

We encourage workers to minimise their use of public transport, including by walking or cycling where possible. If travelling by car, you must not car-share with anyone outside your household.

Where you need to use public transport, please think about social distancing, where possible staying two metres away from others and avoiding touching surfaces. If you can, wear a face covering on public transport.

Workers using public transport may find it helpful to refer to the Government's guidance at www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers and www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering.

You should wash your hands thoroughly when you arrive at work, using the handwashing facilities or hand sanitisers provided. You should also wash your hands thoroughly as soon as you get home from work.

Working patterns

To reduce the risk of infection spread, we have introduced the following measures:

- rota of minimal essential office staff
- reduced therapy room usage
- remote meetings and therapy where possible

You should speak to your line manager if you have any specific needs around your working patterns, for example because of childcare responsibilities or travel difficulties.

Hygiene and cleanliness

General measures

To reduce the risk of infection spread, we have introduced the following measures:

- introducing one-way entrance and exit for clients
- installing additional handwashing facilities/hand sanitisers, including at entrances and exits
- reduced room usage including waiting room and kitchen and increased ventilation;
- cleaning work areas and equipment frequently
- having signage and posters to provide regular reminders for everyone to maintain hygiene standards
- removing waste and belongings from the work area at the end of the day; and

Playing your part

While we are taking these stringent additional measures, we would like to remind you to play your part by:

- washing your hands often and thoroughly;
- avoiding touching your face, particularly your eyes, nose and mouth; and
- coughing or sneezing into a tissue, and binning it safely, or into your arm if a tissue is not available.

Social distancing measures

General measures

While at work, you must maintain social distancing of two metres wherever possible. To assist with social distancing, we have introduced the following measures:

- spacing workstations out;
- having floor markings to help workers to maintain social distancing;
- having signage and posters advising on limits to numbers entering specific areas such as the waiting room and kitchen

Meetings

As part of our social-distancing measures, workers should conduct meetings remotely where possible. When physical meetings are necessary:

- only essential participants should attend the meeting;
- meetings should be kept as short as possible;
- social distancing of two metres should be maintained throughout;
- objects such as stationary should not be shared; and
- meetings should be held in a well-ventilated room whenever possible.

Clients and visitors

To reduce the risk of infection spread, we have introduced the following measures:

- restricting the number of clients allowed in at any one time, bearing in mind the space available and the need to maintain social distancing;
- providing clear guidance to clients to our premises.

Personal protective equipment (PPE)

Our approach to additional PPE

In line with our COVID-19 risk assessment, the use of additional PPE (such as face masks) is not required as an infection-control measure while at work. Perspex screens will be available for therapy sessions if counsellor and client prefer.