



COVID POLICY

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1.0 INTRODUCTION

Foundation of Light considers the health and well-being of employees to be of paramount importance and this policy details the Employer's approach to dealing with some work-related issues caused as a result of Covid-19. We have carried out a separate risk assessment which sets out the steps we have taken to ensure our workplace is 'COVID secure' and to ensure we are actively taking all necessary steps to help mitigate the spread of the coronavirus.

We also have a separate home working policy which should be read alongside this policy if you work from home. We will discuss with you on an individual basis whether you are to work from home.

2.0 PURPOSE

This Coronavirus (COVID-19) Policy remains subject to change in accordance with government guidelines from time to time. This policy does not form part of any employee's contract of employment and we may amend it at any time. We shall notify employees in the event of any substantive changes to this policy. Employees must keep up to date with this policy at all times.

Employees are required to follow this policy (and all other related guidance and rules including the risk assessment) to ensure they play their part in maintaining a safe workplace. Should they fail to comply with any aspect of this policy, any associated policies, the risk assessment or any government guidance relevant to this policy, they may be subject to disciplinary action up to and including dismissal.

Employees should contact their Line Manager if they have any queries in respect of the contents of this policy or if they require any support.

3.0. SCOPE

This policy applies to all employee, workers and casual staff whether they are working in any Foundation of Light premises or elsewhere i.e. out on site or from home.

This policy sets out the Employer's approach in relation to:

- When to self-isolate;
- Workplace safety and general hygiene;
- Working from home;
- Travelling and commuting; and
- Sick leave / pay arrangements.

4.0. POLICY DETAILS

When Do You Need to Self-Isolate?

If you have COVID-19 symptoms (currently a new continuous cough, a high temperature or loss of sense of smell or taste), you **must** self-isolate. You should ensure that you self-isolate in accordance with the guidance and you should try and obtain a COVID test asap. You can only return to the workplace in the following circumstances:

- You have received a negative COVID test (which we require a copy of); or
- Once you have self-isolated for 10 days since you first developed symptoms.

If you have a positive COVID-19 diagnosis, you can return to the Foundation of Lights premises only after you have self-isolated in accordance with the government guidance (currently 10 days since you first developed symptoms) and are fully recovered (save for a cough or loss of taste/smell which can continue after the infection has gone) .

You should self-isolate in the following circumstances:

- You have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste).
- You've tested positive for coronavirus.
- You live with someone who has the above symptoms or tested positive.
- Someone in your “support bubble” has symptoms or tested positive.
- You're told to self-isolate by NHS Test and Trace; or
- You arrive in the UK from a country with a high coronavirus risk. The list of countries is regularly updated by the government.

If someone you live with (or is in your “support bubble”) has symptoms or has tested positive, you will only be permitted to return to the workplace 14 days after your family member has fully recovered or received a negative test, provided that you have also recovered or are asymptomatic. You will also be asked not to come into physical contact with any colleagues or other third parties during this time.

Workplace Safety and Hygiene

In addition to complying with the risk assessment already referred to, we ask that employees take the following basic day-to-day precautions in accordance with government guidance:

- Social distance at all times and stay at least 2 metres away from other people.
- Wash hands regularly and on all occasions after using the toilet, before eating, and if they cough/sneeze into your hands (follow the 20 second hand-washing rule). Please use the sanitisers that you will find around the premises regularly.
- Cough/sneeze into your sleeve, preferably into your elbow if tissues are unavailable. If you use a tissue, discard it properly and clean/sanitise your hands immediately.
- Open windows and doors regularly to ensure open ventilation.
- Avoid touching your face, particularly your eyes, nose, and mouth with your hands; and
- If you are in the workplace and find yourself suffering any COVID-19 symptoms you should inform your line manager, cease physical contact with others and go home immediately and thereafter follow the instructions for self-isolating (as referred to below).

Working from Home

If employees are experiencing any COVID-19 symptoms or are required to self-isolate at any time (as referred to below), but they are able to work from home then they should do so, provided they feel well enough to work and their Line Manager has agreed this. They must not to come into physical contact with any colleagues or any customers/clients, suppliers etc when they are self-isolating.

If employees do not feel well enough to work, please follow the Foundation's usual sickness absence procedures.

If employees need to provide care to a dependant, they should discuss this with their Line Manager.

Travelling/Commuting Measures

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice unless absolutely essential.
- Meetings should be carried out via video or phone call where possible, whether internal or external meetings.

- Should employees have any concerns in respect of commuting, they should contact their Line Manager

Entitlement to Sick Pay and Other Types of Leave

Employees may be entitled to receive Statutory Sick Pay (“SSP”) in the following circumstances (subject to satisfying other eligibility conditions):

- Employees or someone they live with has coronavirus symptoms or has tested positive for coronavirus;
- Employees been [notified by the NHS or public health authorities](#) that they’ve been in contact with someone with coronavirus;
- Someone in their [‘support bubble’](#) has coronavirus symptoms or has tested positive for coronavirus; or
- Employees have been advised by a doctor or healthcare professional to self-isolate before going into hospital for surgery.

Employees will not be entitled to SSP if they are self-isolating after entering or returning to the UK from a holiday or if they have to self-isolate for any other reason. Any entitlement to contractual sick pay will be paid in accordance with the terms of their employment contract.

The Foundation may also agree to the use of annual leave or unpaid leave for any period when employees are self-isolating. This will be entirely at the Foundation’s discretion.

The Foundation may ask for certificates of absence/fit notes or isolation notes at any time. Any personal data relating to employees health will be processed in accordance with the Foundation’s Fair Processing Notice.

5. RESPONSIBILITIES

The CEO has responsibility for this policy. This policy is approved and amended via the following approval route: CEO.

6. EQUALITY, DIVERSITY AND INCLUSION STATEMENT

All individuals will be treated equally and fairly in the application of this procedure. All reasonable requests to accommodate requirements in terms of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation will be made.

7. RELATED DOCUMENTS

- Working from Home Policy
- Absence Reporting / Sickness Policy
- Social Distancing Policy
- Minibus Policy