**Template Workplace Covid-19 Infection Prevention and Control Policy**

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**Purpose**

This policy has been introduced to communicate the Company’s approach to managing infection prevention and control within the workplace due to the outbreak of Coronavirus. This policy applies to all employees and visitors to Company premises.

**Infection Prevention and Control**

It is imperative that this policy is strictly followed and that all employees and visitors to Company premises take adequate precautions in line with this policy. Any employee who ignores and disregards the rules herewith, may be subject to formal management in line with the Company’s Disciplinary Procedure.

**Employer Responsibilities:**

**<Delete if not relevant>**

To restrict and reduce the risk of infection in the workplace, the Company will:

* Follow all necessary and appropriate Government guidance
* Designate a Company Lead on Infection Prevention and Control
* Set up a cross-departmental working party to ensure this policy is regularly reviewed and audited
* Keep a record of all such meetings and share any necessary updates that may be required with all employees
* Ensure all employees co-operate and comply with this policy
* Ensure that all employees and visitors to Company premises are provided with suitable information, instruction, guidance and supervision to assist with the implementation of this policy
* Ensure adequate resources are available to all employees and visitors to Company premises to support them in complying with this policy
* Review and adapt the workplace and all employees working hours to facilitate appropriate social distancing of 2 meters between employees, and between visitors to Company premises
* Ensure the workplace is deep cleaned at the end of each working day to ensure appropriate standards of hygiene are maintained throughout the Company premises
* Ensure there are suitable and sufficient hand washing facilities (soap/alcohol-based hand sanitizer) available to all employees and visitors to Company premises
* Ensure there are suitable and sufficient cleaning products available for employees to use to clean personal workstations
* Ensure there are suitable and sufficient personal protective equipment (PPE) available to all employees and visitors to Company premises
* Receive external advice where necessary and manage all associated employee related issues arising in line with the latest employment law advice and guidance
* <Add any further employer responsibilities which may be applicable>

**Employee Responsibilities:**

**<Delete if not relevant>**

To restrict and reduce the risk of infection in the workplace, all employees are required to:

* Co-operate with and fully comply with this policy
* Report any concerns or queries with this policy to the Infection Prevention and Control Lead
* Comply with appropriate hygiene measures, as follows;
  + Wash hands frequently with soap/alcohol-based hand sanitizer
  + Cover mouth and nose with bent elbow or tissue when coughing or sneezing and throw tissue away immediately
  + Avoid touching your eyes, nose and mouth
  + Keep at least two meters away from anyone coughing and sneezing
* Regularly clean personal workstation and equipment using cleaning products provided
* Wear all personal protective equipment (PPE) in line with information and instruction provided
* Inform all visitors to Company premises of the requirements of this policy
* Fully comply with Government advice with regard to shielding (if advised as ‘High At Risk’ or ‘At Risk’) or self-isolation, which is as follows;
  + Anyone who experiences a new continuous cough or fever should self-isolate for a minimum of 7 days. After those 7 days, if symptoms get worse or show no improvement, advice should be sought by NHS online, and it is likely a further 7 days of self-isolation will be advised.
  + Anyone who comes into contact with a suspected or confirmed case of Coronavirus should seek advice from NHS online, and will likely be advised to self-isolate for 14 days, even if they do not exhibit symptoms.
  + Anyone who lives in the same household as someone who is exhibiting Coronavirus symptoms should self-isolate for 14 days, even if the ill person only self-isolates for 7 days. There is no need to seek NHS advice to confirm that self-isolation is appropriate in these circumstances.
* <Add any further employer responsibilities which may be applicable>

**Risk Assessment, Review and Audit**

The workplace will be regularly risk assessed and this policy regularly reviewed, audited and updated (as necessary) by theCompany’s Infection Prevention and Control Lead in consultation with the Infection Prevention and Control Working Party. All employees are encouraged to raise any queries or concerns they may have to either their Line Manager or the Company’s Infection Prevention and Control Lead as soon as possible.