

COVID-19 Planning Policy

1. Overview

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

The symptoms of coronavirus are:

- a cough
- a high temperature
- shortness of breath

But these symptoms do not necessarily mean you have the illness. The symptoms are like other illnesses that are much more common, such as cold and flu.

2. Purpose

This document directs planning, preparation and exercises for COVID-19 virus outbreak over and above the normal business continuity and disaster recovery planning process. The objective is to address the reality that pandemic events can create personnel and technology issues outside the scope of the traditional DR/BCP planning process as potentially 25% or more of the workforce may be unable to come to work for health or personal reasons.

3. Scope

The policy is two-fold, limit the risk of infection and spread of the virus through day to day activities and planning for the event that members of the workforce are infected and unable to work.

4. Policy

- a. Limitation of the Risk of Infection and Spread
 - i. Good hygiene should always be maintained, in accordance with our company policies. During the outbreak of COVID-19 this is of extra importance and above regular hand washing should be conducted.

Don't touch your eyes, nose and mouth if your hands are not clean

Washing of hands with soap and water and/or hand sanitizer should be conducted throughout the day, including:

- When entering the offices from home or site visits
 - Leaving for the day
 - Making contact with anyone (handshaking etc.)
 - Handling equipment from external sources
 - Opening doors and using handrails
- ii.** Coughing or sneezing should always cover mouth and nose with a tissue or sleeve (not your hands). Catch it, bin it, kill it!
- iii.** Limit interactions with team members and external contact such as hand shaking where possible. Follow the advice in section 4.a.i above. Where possible maintain a 1.5 meter distance from other parties.
- iv.** Symptoms matching those in the overview of the document should be taken seriously. You should limit your exposure to any members of the team or public and take immediate advice from NHS 111 (phone). They will advise you the next course of action. Keep your line manager updated about your situation and advise given.
- v.** If any employee has had contact with anyone diagnosed with a confirmed case of COVID-19, they should self-isolate immediately and not return to the office. Your line manager should be contacted and they will advise you upon next steps.
- vi.** All site visits to be conducted by any employee should also update the risk assessments in line with COVID-19 outbreak. The resource on our website will aid with completion of this: <https://itdesk.io/coronavirus-rams/>.
- vii.** Extra caution should be taken on sites when coming into commonly used equipment such as keyboards and mice.
- viii.** Avoid locations, sites and travel to areas that are known to have had COVID-19 infections.
- ix.** A register of site visits by employees should be kept by the management team.
- b.** Containment and business continuity of outbreak of COVID-19
- i.** In the event of widespread infection of the populous to maintain isolated A\B teams. These teams should not come into physical contact with each other, with workloads being split between teams working from either homes or office locations.
- ii.** If any employee has been confirmed to be infected with COVID-19 the following steps should to happen:
- Each member of the team should head home and call their line manager

- Management team to chair a phone emergency meeting to discuss immediate risks, review of site visit register, and plans for continued working.
 - Management team should contact all clients and individuals who may have been exposed to the infected party.
 - Support should be offered to infected employee who will be required to self-isolate until well, this may include making sure they are safe (i.e. checking on their location and environment), making sure they have sufficient provisions (e.g. food, water, toiletries and other essentials). If provisions need to be provided, the management team will arrange as required.
- iii. A provision of essential equipment and supplies should be maintained for the safeguarding of employees. This is to include, but not limited to; hand sanitizers, soaps, gloves and face masks as required.
- iv. Rubbish disposal, including tissues. All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the individual test positive, you will be instructed what to do with the waste.

5 Related Standards, Policies and Processes

General Policies -> Pandemic Response Planning Policy

COVID-19: guidance for employers and businesses:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19>

6 Definitions and Terms

COVID-19 [Coronavirus] - <https://www.nhs.uk/conditions/coronavirus-covid-19/>

7 Revision History

Date of Change	Responsible	Summary of Change
March 2020	Richard Thompson	Creation of policy