



## Coronavirus (COVID-19) company policy

In this **Coronavirus (COVID-19) company policy**, you'll find all the essential guidelines employees should follow during the coronavirus outbreak, work from home policies, storage unit policy and request for any third party policy who we work with.

### Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update it as soon as possible.

### Scope

This coronavirus policy applies to all of our employees. We all currently work remotely, however, there are occasions when personal meetings will occur between colleagues and others outside the organisation. We encourage all colleagues to read through this policy, to ensure we collectively and uniformly respond to this challenge.

### Policy elements

Here, we outline the required actions employees should take to protect themselves and others from a potential coronavirus infection.

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, work from home only if you feel well enough.

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- If you have a positive COVID-19 diagnosis, you (and your household) must adhere to government guidelines around self-isolation. You are responsible for this yourself and the organisation accepts no responsibility if you should choose to ignore the guidelines.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself you will also be asked not to come into physical contact with any colleagues during this time.
- If you need to provide care to a family member infected by COVID-19, you do not have to work until your family member is better. This will not affect your monthly invoice that you give the organisation. You will also be asked not to come into physical contact with any colleagues during this time. You must also ensure that you adhere to government guidelines regarding self isolation.

### Travelling/commuting measures:

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-organisation parties (e.g. candidate interviews, school staff and SSP staff).
- Any meetings that have to take place in person must implement social distancing where possible. If social distancing is not possible, extra precautions must be taken (masks to be worn, windows open, outdoor meetings if possible, hand washing/sanitised)

### General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). Please ensure that you carry a hand sanitizer with you if a hand washing option isn't available.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- When outside of your home, avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with others and take extra precautionary measures (such as staying at home.)

### SSP's working and delivering programmes:

- All SSP organisations must have their own Covid -19 policies, which directly reference how they will keep their programme delivery Covid secure within schools. It must also align with the schools that they are working in.

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## Organisation Lock Up:

The lock up is based on Roseville Road, Leeds. It can be accessed by public transport, by foot, bike or by car. When accessing the lock up, the following procedures must be adhered to:

- Although masks are not a requirement of the lock up facility, the organisation request that you wear one until you get to our dedicated lock up.
- Please ensure that you have hand sanitizer and sanitize your hands prior to opening the lock up.
- Sanitize your hands once you have left the lock up.
- Please fill in the company log with your name and date/time of visit.

## Resource supplies:

- A date must be written on the box of resources that are sent out to schools with a recommendation that they do not open the box or empty the contents for 24 hours after receiving the box. This will ensure that there is the recommended 72 hours between packing of the resources and opening.
- Schools will adhere to their own Covid -19 policy with regards to distributing resources such as t-shirts, journals/logbooks etc...

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