



## **Portal Security Ltd - Coronavirus (COVID-19) Policy**

### **Introduction**

What is Covid-19?

Coronavirus disease (Covid-19) is a highly infectious disease caused by a newly discovered coronavirus.

Symptoms of coronavirus:

- A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

### **Ensuring a safe workplace**

We ensure a safe working environment by ensuring we follow Government guidance and that our workplace is 'Covid Secure'.

- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home
- We have taken all reasonable steps to maintain a 2m distance in the workplace
- Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions (appropriate PPE) possible to manage transmission risk.

### **Suspected or confirmed coronavirus in the workplace**

Should a colleague or a visitor be present in the premises with suspected or diagnosed Covid-19, we will ensure they are isolated as quickly as possible and arrangements made for them to go home and self-isolate by the safest means possible.

Cleaning will then be undertaken in any areas where the individual may have been, following the Government's guidance. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

A meeting of the following will be arranged as quickly as possible:

- MD / Board members / Responsible Person
- Health & Safety Manager / co-ordinator or representative
- Director or delegate of the department the colleague is from
- Internal HR colleague

The purpose of the meeting will be to:

- Establish any other persons this individual may have been in contact with
- Review the current Covid-19 Secure Risk Assessment
- Ensure appropriate arrangements for cleaning have been carried out
- Discuss further actions to be taken
- Health Authorities may take very directive actions in the case of any outbreak so plans will be fluid and reactive to the needs of any externally imposed instructions or restrictions.

### **Self-Isolation**

Currently a person should isolate if they:

- Have any symptoms of Covid-19
- Have tested positive for coronavirus
- Live with someone who has symptoms or has tested positive
- They have been advised to self-isolate by the NHS Track and Trace service
- Are returning from a country that requires self isolation on return.

### **Employee with symptoms or tests positive**

Employees who display symptoms should take advice from the [NHS 111 Online](#). The site will advise on the precautions to be taken, whether medical advice should be sought and how to arrange a test.

They should not go to a GP surgery, pharmacy or hospital without instruction from NHS 111 Online.

We encourage employees with symptoms to request a coronavirus test.

All employees should take advice from NHS online, currently this advice is:

You should self-isolate for at least 10 days if:

- you have symptoms of coronavirus and tested positive, had an unclear result or did not have a test
- tested positive but do not had symptoms

If you have symptoms, the 10 days starts from when they started. If you have not had symptoms, the 10 days starts from when you had the test. But if you get symptoms while you're self-isolating, the 10 days restarts from when your symptoms started.

You can stop self-isolating after 10 days if either:

- you do not have any symptoms
- you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone

Keep self-isolating if you have any of these symptoms after 10 days:

- a high temperature or feeling hot and shivery
- a runny nose or sneezing
- feeling or being sick
- diarrhoea

Only stop self-isolating when these symptoms have gone.

If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.

Employees that suspect they may still be at risk should not attend work until they have gained advice from the [NHS 111 Online](#) and spoken to their manager.

#### **Employees who tested negatively for Coronavirus**

Employee can stop self-isolating and return to work after a negative result, as long as:

- Everyone they live with who has coronavirus symptoms also tests negative – (they should keep self-isolating if someone in their household tests positive, has symptoms and has not been tested)
- They feel well enough to work and have not had sickness or diarrhoea in the last 48 hours.

#### **Employee who lives with family member who is self-isolating**

You should self-isolate for 14 days if you live with (or are in a support bubble with) someone who:

- has symptoms of coronavirus and tested positive, had an unclear result or did not have a test
- tested positive but has not had symptoms

The 14 days starts from:

- when the first person in your home or support bubble started having symptoms
- the day they were tested, if they have not had symptoms

This is because it can take 14 days for symptoms to appear.

You can stop self-isolating after 14 days if you do not get any symptoms.

#### **If an employee is advised to self-isolate by the NHS Track and Trace service**

Those who have been contacted by the NHS Track and Trace service should follow the advice they receive. This is usually to self-isolate for 14 days. Those that develop symptoms should be able to request a test.



### **Employees who have been outside the UK**

We will refer to the Government website for latest travel advice <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

*As information about coronavirus is regularly updated, we also ensure advice is sought from NHS 111 Online and Gov.uk should any employee or visitors feel they may have symptoms or have been exposed to coronavirus to ensure the correct procedures are followed.*

### **Vulnerable Employees**

We have a duty to ensure that all employees are safe in work and need to take particular care to ensure the safety of those may be classed as 'Clinically Extremely Vulnerable' or those who are 'Clinically Vulnerable.' To ensure we can protect them we request that all employees inform us if they believe they may be vulnerable.

### **Clinically Extremely Vulnerable**

People who are clinically extremely vulnerable are at high risk of getting seriously ill from Covid-19. We will make a careful assessment of any employees in this category who wish to work outside the home taking into account the current government guidance which advises this group to work from home if possible. Where this not possible they will be offered the safest available on-site roles, enabling them to stay 2m away from others. If they must spend time within 2m of others, we will carefully assess the risk.

A list of those people who may be classed as Clinically Extremely Vulnerable can be found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

### **Clinically Vulnerable**

We will ensure that a risk assessment is completed for any clinically vulnerable employees. These employees are currently advised to take extra care to maintain social distancing where possible.

A list of those people who may be classed as Clinically Vulnerable can be found here:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

### **Pregnant workers**

During the outbreak, pregnant workers have been advised to follow stringent social distancing to reduce the risk of severe illness from coronavirus. We will ensure an expectant mothers risk assessment has been completed for all pregnant employees.

### **Workers in higher-risk groups**

The Public Health England report 'Disparities in the risk and outcomes of COVID-19' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected.

The higher-risk groups include those who:

- are older males
- have a high body mass index (BMI)
- have health conditions such as diabetes
- are from some black, Asian or minority ethnicity (BAME) background

The HSE states there is currently no expectations of additional controls for these groups. However, we will ensure our existing controls (social distancing, good hygiene and cleaning, ventilation, supervision etc) are applied stringently.

As an employer, we will ensure that we:

- emphasise the importance of individual and wider workforce engagement, buy-in and cooperation to ensure controls are applied stringently
- have individual discussions with employees about any particular concerns
- discuss the risk management measures in place to minimise transmission
- explain the controls in place to protect vulnerable, high-risk, and other workers.

We encourage all employee who have concerns about their health, safety or individual risk to contact their line manager as soon as possible.

### **Testing**

Anyone with symptoms of coronavirus can request a test. We will encourage all employees who are self-isolating with symptoms to request a test via the NHS website.

### **RIDDOR**

We must make a report to the Health & Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence
- A worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease
- A worker dies as a result of occupational exposure to coronavirus.

If required, we will complete the relevant RIDDOR report once advice has been sought from Citation and the relevant HSE guidance <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

Is important that all employees follow the guidance set out in this document and seek advice from their manager and NHS 111 Online where necessary. Following the correct procedures is important to ensure the safety of all persons in our workplace by preventing the spread of Coronavirus. Failure to comply may put others in the workplace at risk.

Signed: 

Declan Goldie - **Director**

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