

Coronavirus Policy

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1. DEFINITIONS

THE VIRUS	The current Coronavirus CORVID-19 virus
THE COMPANY	Any company in the Qualitrain Group
US	Qualitrain Group of companies
WE	Qualitrain Group of companies
OUR	Belonging to Qualitrain Group of companies

2. INTRODUCTION

- This policy has been created to provide guidance to employees on how to best protect themselves and those they are in contact with, from the effects of the virus
- It also explains to customers and other third parties what we, as a group, are doing to ensure business continuity in a safe and responsible way
- Currently, the majority of cases of people becoming infected with the virus are where those people have recently travelled abroad or been in contact with someone who already has the virus

2.1 FOREIGN TRAVEL

- The virus has become well established in certain foreign countries and regions, and the chance of contracting the virus in these places is obviously higher than at home and in other areas of the world
- The UK government and the NHS have provided online guidance for people who may have travelled to any of the “higher risk” areas or may be thinking of future travel to them;

Advice for people travelling abroad

<https://www.gov.uk/foreign-travel-advice>

Advice for people returning to the UK and travellers to the UK

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

2.2 CLOSE CONTACT WITH SOMEONE WHO HAS THE VIRUS

The virus is spread quite easily from one person to another through close contact -
Close contact with a confirmed case means;

- Living in the same house
- Face-to-face contact, for example, talking for more than a few minutes
- Being coughed on
- Being within 2 metres of the person for more than 15 minutes
- Contact with their bodily fluids

3. POLICY STATEMENT

The management of each company in the group is committed to ensuring that we all comply with the UK government’s action plan to tackle the outbreak of the COVID-19 virus

We are also committed to upholding the requirements of the Coronavirus Regulations

We will;

- Provide information and guidance to all employees on the risks created by the virus and the contract measures that should be adopted
- Review at least weekly the advice and instruction from the Government, the NHS and the World Health Organisation

4. PREVENTION

The current advice from the World Health Organisation is;

WASH YOUR HANDS FREQUENTLY

- Regularly and thoroughly clean your hands with an alcohol-based hand-rub or wash them with soap and water. **Why?** Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands

MAINTAIN SOCIAL DISTANCING

- Maintain at least 1 metre (3ft) distance between yourself and anyone who is coughing or sneezing. **Why?** When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease

AVOID TOUCHING EYES, NOSE AND MOUTH

- **Why?** Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose, or mouth. From there, the virus can enter your body and can make you sick.

PRACTICE RESPIRATORY HYGIENE

- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. **Why?** Droplets spread virus. By following good respiratory hygiene, you protect people around you from viruses such as cold, flu, and COVID-19

IF YOU HAVE FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY

- If you have a fever, cough and difficulty breathing, see medical attention and call in advance. Follow the directions of your local health authority. **Why?** National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

For more information check WHO web page - "Coronavirus disease (COVID-19) advice for the Public"

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

5. WHAT TO DO IF YOU SUSPECT YOU ARE INFECTED

If you think you may have become infected with the virus because;

- You think you have the symptoms;
 - **The symptoms of coronavirus are: a cough, a high temperature, shortness of breath**
- You might have been exposed to the virus while travelling
- You have been in close contact with a confirmed case

You should;

- Protect yourself and others, do not go to a GP, pharmacy or hospital
- Answer the questions on the NHS 111 online service if possible or telephone your doctors surgery/NHS 111
<https://111.nhs.uk/covid-19>
- If you are working away from Qualitrain Group premises at a client's site, you should also make contact with one of the Qualitrain Group Managers below
- Contact should be made immediately following your contact with the NHS 111 service and you should tell the manager what you have been instructed to do by the 111 service
- We will then be able to make further decisions/plans etc. and make arrangements to get you home having minimal contact with other site workers

List of Managers to Contact

Leon Bowler/Managing Director Qualitrain Ltd/07547 494276

Lee Rookes/Operations Director Qualitrain Ltd/07736 928078

David Green/Operations Manager Qualitrain Ltd/07711 332115

Claire Lewis/Safeguarding Officer Qualitrain Group Ltd/07479 677381

Alan Bates/Quality Director/QCM/07747 683273

6. SELF ISOLATING

- If you have been told to self-isolate, you need to stay indoors and avoid contact with other people for the prescribed number of days (usually 14). It is important to follow the advice for the whole period, even if you do not have any symptoms;
 - a) Stay at home
 - b) Separate yourself from other people – for example, try not to be in the same room as other people at the same time
 - c) Only allow people who live with you to stay
 - d) Stay in a well-ventilated room with a window that can be opened
 - e) Ask friends, family members or delivery services to carry out errands for you, such as getting groceries, medicines or other shopping
 - f) Make sure you tell delivery drivers to leave items outside for collection if you order online
 - g) Clean toilets and bathrooms regularly
 - h) Think about a bathroom rota if a separate bathroom is not available, with the isolated person using the facilities last, before thoroughly cleaning the bathroom themselves
 - i) use separate towels from anyone else in the household
 - j) Wash crockery and utensils thoroughly with soap and water; dishwashers may be used to clean crockery and cutlery
 - k) Stay away from your pets – if unavoidable, wash your hands before and after contact
 - l) Do not invite visitors to your home or allow visitors to enter
 - m) Do not go to work, school or public areas
 - n) Do not use public transport like buses, trains, tubes or taxis
 - o) Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with other people in your home

NHS Self Isolation Advice

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

7. FOREIGN TRAVEL ADVICE

- If you are thinking of travelling abroad for business or pleasure you should first check the travel advice from the UK Government and from the NHS
- You should be aware that even though airlines are operating to most countries, you may be tested for the virus at the destination airport, and if you show signs of being infected you may not be allowed to enter the country

For more advice check the online advice from the Government and NHS

Gov.UK Foreign Travel Advice

<https://www.gov.uk/foreign-travel-advice>

NHS Advice for Travellers

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

8. FURTHER INFORMATION

- We will review the information provided by the authorities on the virus and provide updates as required
- If you require further information you should search at the following locations;

World Health Organisation

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

NHS

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Gov.UK

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

9. REVISIONS

DATE	PAGES/SECTIONS	VERSION NUMBER	AMENDMENT DETAILS
12 th March	All	1	First Version