



■ Chartered Building Surveyors & Architectural Designers

## Health & Safety Policies Coronavirus (COVID19) Policy and Procedures

### 1. Purpose

1. To ensure that Appleby Petfield Ltd remains up to date and is able to respond in the event of a member of staff, or contact, contracting the virus (SARS coronavirus-2 (SARS-coV-2) which results in the disease COVID-19.
2. To ensure that safe, effective procedures are in place with staff and contents having information in an accessible format.
3. As the spread of the virus is resulting in response requirements changing daily, Appleby Petfield Ltd will ensure that it stays up to date with reliable sources of information and has the flexibility to respond when required.
4. Appleby Petfield Ltd has an up to date business continuity plan in place.

### 2. Policy

- Appleby Petfield Ltd recognizes that the outbreak of a new strain of coronavirus SARS coronavirus-2 (SARS-CoV-2) which results in the disease COVID-19 is a fast-moving situation.
- Appleby Petfield Ltd ensures robust infection control and business continuity plans are in place for any ensure that a safe and effective service can be maintained.
- Appleby Petfield Ltd will ensure that staff are aware and understand the importance of pandemic preparedness and will carry out necessary preparations.
- Appleby Petfield Ltd understands that they have a responsibility for ensuring that staff follow good infection control and prevention techniques and that they support Service Users with this too.
- Appleby Petfield Ltd will ensure that staff have access to reliable information to reduce anxiety and dispel any myths and inaccurate information that may cause worry or distress to staff, clients or the wider public.

### 3. Procedures

#### **Reducing the Risk of Contracting or Spreading the Virus**

Appleby Petfield Ltd will ensure that staff follow the WHO advice to reduce the risk of contracting the virus and reducing the risk of spreading it. The following procedures must therefore be followed:

- **Wash your hands regularly and properly** by using alcohol-based hand rub or soap and water.

- **Maintain at least 2 metres (6 feet) distance** between yourself and anyone who is coughing or sneezing (social distancing). When someone coughs or sneezes, they spray small liquid droplets from their nose or mouth which may contain the 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.** Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose and 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. Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.
- **If you have fever, cough and difficulty breathing, seek medical care early.** Stay home if you feel unwell. If you have a fever, cough and are having difficulty breathing, seek medical attention by calling your GP or 111. Do not go directly to your GP or hospital. **WHY?** 111 and your GP will have the most up-to-date information on the situation. Calling in advance will allow your health care provider to direct you quickly to the right health facility. This will also protect you and help to prevent the spread of viruses and other infections.
- **Stay informed and follow advice given by 111, your GP or Public Health England.** National and local authorities will have the most up-to-date information on COVID-19. They are best placed to advise on what people in your area should be doing to protect themselves.
- People who feel unwell should stay at home and should not attend work.
- **Away from Appleby Petfield.**
- When away from Appleby Petfield please be mindful of places and venues you are visiting. Continue to practice good face and hand hygiene, regularly washing your hands. Maintain appropriate distancing.

## **Handwashing**

Washing your hands often, with soap and water, or use alcohol sanitiser that contains at least 60% alcohol if handwashing facilities are not available.

Staff should wash their hands:

- Before leaving home
- On arrival at work
- After using the toilet
- After breaks and sporting activities
- Before food preparation
- Before eating any food, including snacks
- Before leaving work
- On arrival at home

## **Confidentiality**

Appleby Petfield Ltd will follow confidentiality and GDPR policies and procedures to ensure that the details of staff or Service Users with suspected or confirmed COVID-19 is kept confidential. Employees should also respect each other's confidentiality and take care not to inadvertently share information when using social media.

## **Safe Staffing**

In the event of an outbreak of COVID-19, assessments should be made on the ability to continue to deliver safe and effective service. Steps should be taken to mitigate any risks resulting from staff movement.

## **Reducing the Risk of Stigmatization**

Appleby Petfield Ltd will ensure that staff understand the importance of preventing and addressing social stigma by making sure facts are available to staff and Service Users.

## **Identifying Possible Cases of the Virus**

If you display symptoms **or** have contact (see definition below) with confirmed cases or COVID-19 **or** someone has:

- Severe acute respiratory infection requiring admission to hospital with clinical or evidence of pneumonia or acute respiratory distress syndrome on x-ray, **or**
- Acute respiratory infection of any degree of severity, including at least one of shortness of breath or cough (with or without fever), **or**
- Fever with no other symptoms

- Are immunocompromised but may not have the same symptoms as someone with healthy immune system

The advice is to:

- Stay indoors and avoid contact with other people as you would with flu

### **Definition of Contact**

Contact with a case (person) is defined as any of the following:

- Living in the same household
- Direct contact with the case or their body fluids, or in the same room of a healthcare setting when an aerosol generating procedure is undertaken on the case without appropriate PPE
- Direct or face to face contact with a case, for any length of time
- Being within 2 metres of the case for any other exposure not listed above, for longer than 15 minutes
- Being otherwise advised by a public health agency that contact with a confirmed case has occurred
- Or have a new persistent cough or fever

### **Action if a Member of Staff Reports Symptoms**

- Appleby Petfield Ltd will ensure that the member of staff has sought advice from 111.
- Appleby Petfield Ltd must contact the local health protection team for advice.
- Advice must be sought on whether the member of staff will need to self-isolate and what action will need to take place for any Service Users that they may have had contact with. **Follow government advice at the time.**
- If a member of staff reports that there are concerns about their children, close family, friends who they have had close contact follow government advice and contact Appleby Petfield.
- Appleby Petfield Ltd must ensure that confidentiality is maintained and that records are held in line with Data Protection Act requirements.
- In the event of a confirmed case, closure of the office, will be recommended. Appleby Petfield Ltd will be contacted by the Public Health England (PHE) local Health Protection Team to discuss the case, identify people who have been in contact with them and advise on actions that should be taken.



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## **Cleaning Appleby Petfield Ltd Where are Confirmed Cases of COVID-19**

The local Health Protection Team will provide advice on cleaning. Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

- All surfaces and objects which are visibly contaminated with body fluids.
- All potentially contaminated high-contact areas such as toilets, door handles, telephones.
- Clothing and linen used by the person should be set aside pending assessment of the person by a healthcare professional.

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

The current understanding is that the virus does not survive on surfaces for longer than 72 hours. Regular cleaning of frequently touched hard surfaces and hands will help reduce the risk of infection.

## **Rubbish Disposal Including Tissues**

- All waste that has been in contact with the individual, including used tissues, continence pads and other items soiled with bodily fluids, should be put in a plastic rubbish bag and tied. 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 COVID-19 test result is available, which will be within 24 hours.
- If the individual tests negative, this can be put in the normal waste.
- Should the individual test positive, the local Health Protection Team advise you what to do with waste and laundry.