

Hygiene Policy (Sample)

This is an example containing suggestions of actions that may be taken in a workplace environment to increase hygiene. It's by no means an exhaustive list - simply an illustration.

Introduction

The Hygiene Policy of [Organisation Name] is to be adopted while the restrictions of the Coronavirus remain in place. It has been created to ensure, so far as it is reasonably practicable, that work will be carried out in our workplace with a commitment to protecting the health of everyone who comes onto the premises.

This policy has the full support of the Directors.

It's important that a high level of hygiene is maintained at all times, but this is of particular importance at the current time, as the Coronavirus is known to spread through coughs and sneezes and to remain on surfaces for up to 72 hours, allowing it to be easily picked up and spread.

In implementing this commitment to manage hygiene we will:

1. Provide hand sanitiser. Hand sanitiser is provided on entry to the building, at the top and bottom of staircases, in each washroom area and in each kitchen area. Additionally, each employee has been provided with a bottle on their desk.
2. Implement a handwashing procedure. And encourage employees to wash their hands thoroughly after going to the toilet/washroom, before and after eating or handling food and after sneezing or coughing and blowing their noses.
3. Display posters with hygiene advice. Such as: Cough/sneeze into your sleeves, preferably into your elbows. If a tissue is used, discard it properly and clean/sanitize your hands immediately. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. Wash your hands before and after treating an open wound or touching an animal.
4. Use an online signing in and out system. We will be signing in and out using the working from home online system.
5. Increase the cleaning frequency of washroom and kitchen areas, as well as frequently touched things such as, handrails, door handles, entry keypad and lift controls.
6. Provide additional cleaning products to allow increased cleaning of workstations, and items such as telephones, screens and keyboards. These should be cleaned each evening.
7. Ensure windows are opened to increase ventilation.

We are not at this time recommending the use of face masks or other face coverings. We do not feel it to be beneficial to our employees. Our risk assessment shows that increased hygiene and social distancing are sufficient steps to manage the spread of Coronavirus. However, any employee or visitor who wishes to use this type of protection, may do so.

Responsibility for implementing this Hygiene Policy Statement rests with the Directors. The management team endorses this policy statement and is fully committed to its implementation.

This Hygiene Policy Statement will be regularly reviewed and updated as necessary to remain aligned to government guidelines.

Review Date: __ / __ / ____

Social Distancing Policy (Sample)

This is an example containing suggestions of actions that may be taken in a workplace environment to maintain social distancing. It's by no means an exhaustive list - simply an illustration.

Introduction

The Social Distancing Policy of [Organisation Name] is to be adopted while the restrictions of the Coronavirus remain in place. It applies to anyone coming into the workplace in any capacity, including employees at all levels. It has been created to ensure, so far as it is reasonably practicable, that work will be carried out in our workplace with a commitment to protecting everyone who comes onto the premises.

This policy has the full support of the Directors.

In implementing this commitment to manage social distancing properly we will:

1. Carry out a COVID-19 risk assessment. Before restarting work on site we will ensure the safety of the workplace by carrying out a risk assessment and letting our employees know the results of the risk assessment.
2. Encourage employees to work at home wherever possible.
3. Encourage employees to walk to work where possible and provide additional parking areas for bikes to allow more employees to cycle to work.
4. Stagger arrival and leaving times and provide floor markings, so that employees maintain two metres distance, where possible (but, if this is NOT possible, **at least** a one metre distance) from each other when entering the building if arriving around the same time as others. (We will be providing hand-sanitiser for use before and after using the entry security pad. Alternatively, we will deactivate the security pad.)
5. Use clear signage to ensure visitors follow the same procedure as employees, after using door entry system.
6. Use signage to remind employees and visitors of social distancing guidance.
7. Introduce a safe walking route consisting of a one-way system around the corridors and floor area and ensure employees workstations are sited two metres away from the walking route, but where this is NOT possible - **at least** one metre away from the walking route. And, where necessary, we will install protective screens.
8. Restrict use of the lift to one person at a time. And provide hand sanitiser for use before and after using the press buttons. Prioritise people with disabilities to use the lift.

9. Restrict access between areas. Where a person needs to consult with someone in a different area, where possible, emails, or phones are to be used.
10. Ensure the relevant software is available to conduct meetings remotely. Where person-to-person meetings are essential, they will be limited to a maximum of 4 people present at one time, and social distancing will be maintained throughout. Hand sanitiser will be provided, but on no account must pens or other objects be shared.
11. Ensure workstations enable people to maintain two metres distance from each other, and where this is not possible, **at least** a one metre distance from each other - avoiding face to face seating where possible by working back to back or side-to-side.
12. Install protective screens where necessary.
13. Stagger break times and encourage employees to bring in their own drinks and packed lunches to avoid the use of the kitchen area. Where the kitchen area is to be used, it will be used by one person at a time. We may need to implement a booking system to avoid queuing into the work area.
14. Introduce a queuing system for use of the toilet facilities to ensure social distancing is maintained.

Responsibility for implementing this Social Distancing Policy Statement rests with the Directors. The management team endorses this policy statement and is fully committed to its implementation.

This Social Distancing Policy Statement will be regularly reviewed and updated as necessary to remain aligned to government guidelines.

Review Date: __/__/_____

All of the sample policies and procedures provided in this pack are not definitive for all workplaces and Health & Safety, HR and Compliance responsibilities/duties will vary depending on the type and size of businesses. These samples are to be used as rough guidance only. iHASCO assumes no responsibility for omissions in the contents of this document.

Self-Isolating Procedure (Sample)

This is an example of a procedure that may be followed in a workplace environment if Coronavirus is suspected. It's simply an illustration. Your workplace may require different action to be taken.

If you've come into work and start to feel unwell with symptoms that could be Coronavirus – such as a high temperature, continual coughing or a sudden loss of taste or smell – you should:

1. Collect your belongings and go home as quickly as possible. Use the most direct route, staying as far from other people as you can. Try not to touch anything.
2. As soon as you're out of the building and away from other people, use your mobile to contact your manager and tell them that you think you may have the Coronavirus.
3. Your manager will want to know who you've spoken to and which areas of the workplace you've been into. They will need all surfaces in all these areas and anything you may have touched to be cleaned and disinfected. This will include high contact areas, such as washrooms.
4. The current advice for people who think they may have Coronavirus is that you should NOT go to your doctors or to a hospital. You should go online and check the current government guidance or use the NHS 111 Online Coronavirus Service for advice. The current advice is to stay at home and self-isolate for **10** days. (Updated 30th July 2020).
5. After 10 days you can stop self-isolating if your symptoms have gone, or if you just have a cough or changes to your sense of smell or taste – these symptoms can last for weeks after the infection has gone.
6. You'll need to keep self-isolating if you have any other symptoms (such as a high temperature, runny nose, feeling sick or diarrhoea). You shouldn't stop self-isolating until these symptoms have gone.
7. You'll need to keep your manager updated on how you are and what you've been advised to do.
8. Your manager will inform your colleagues. If any of your colleagues feel there's a chance that they may have been infected they will need to self-isolate for 14 days (because it can take 14 days for symptoms to appear). If the symptoms appear within these 14 days, they will then need to self-isolate for 10 days from the appearance of the symptoms.

Don't forget that symptoms such as a high temperature or coughing could be for something other than Coronavirus, but it's best to be on the safe side.

Review Date: __ / __ / ____

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Handwashing Procedure (Example)

To wash your hands:

You should wash your hands for the amount of time it takes to sing "Happy Birthday" twice (around 20 seconds):

1. Wet your hands with water.
2. Apply enough soap to cover your hands.
3. Rub your hands together.
4. Use 1 hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand.
5. Rub your hands together and clean in between your fingers.
6. Rub the back of your fingers against your palms.
7. Rub your thumb using your other hand. Do the same with the other thumb.
8. Rub the tips of your fingers on the palm of your other hand. Do the same with other hand.
9. Rinse your hands with water.
10. Dry your hands completely with a disposable towel.
11. Use the disposable towel to turn off the tap.

If you do not have immediate access to soap and water, then use alcohol-based hand sanitiser.

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