



EMPENTIS
TRAINING SOLUTIONS

COVID-19 Policy

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Introduction

The aim of this updated policy is to assist employees and visitors to Empentis Training Solutions in providing further advice on:

- the novel coronavirus, COVID-19 and its effect on society
- what Empentis Training Solutions are doing to enable a safe return to training, along with conforming with the variety of government guidelines to help prevent the spread of COVID-19
- a reminder of support information on what to do if someone with suspected or confirmed to have COVID-19

Information about the virus

A coronavirus is a type of virus and as a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

Signs and symptoms of COVID-19

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever
- loss of taste/ and or smell

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

How COVID-19 is spread

From what we know about other coronaviruses, the spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

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There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching doorknob or shaking hands then touching own face)

How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, further studies have shown the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 24 hours. We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

COVID alert levels

With the government being committed to ensuring the right levels of intervention in the right places to manage outbreaks, working with local authorities the overall approach has been simplified, and the introduction of 4 local COVID alert levels. Local COVID alert levels set out information for local authorities, residents and workers about what to do and how to manage the outbreak in their area. Local COVID alert levels are referred to as Tiers. It must be stressed however, the majority of the requirements are aimed at the spread of the virus in a social context, however, some elements will affect our capability to deliver training.

Tier 1: Medium Alert

This is for areas where national restrictions continue to be in place. This means:

- you must not socialise in groups larger than 6, indoors or outdoors (other than where a legal exemption applies)
- businesses and venues can continue to operate, in a COVID-secure manner, other than those that remain closed in law
- schools and universities remain open

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You must:

- wear a face-covering in those areas where this is mandated

You should continue to:

- follow social distancing rules work from home where you can effectively do so
- when travelling, plan ahead or avoid busy times and routes; walk or cycle if you can

Tier 2: High Alert

This is for areas with a higher level of infections where some additional restrictions are in place. This means on top of restrictions in alert level medium:

- you must not socialise with anybody outside of your household or support bubble in any indoor setting, whether at home or in a public place
- you must not socialise in a group of more than 6 outside, including in a garden or other spaces like beaches or parks (other than where specific exemptions apply in law)
- businesses and venues can continue to operate, in a COVID-secure manner, other than those that remain closed in law
- schools, universities and places of worship remain open
- you can continue to travel to venues or amenities that are open, for work or to access education, but should look to reduce the number of journeys you make where possible

You must:

- wear a face-covering in those areas where this is mandated

You should continue to:

- follow social distancing rules
- work from home where you can effectively do so
- walk or cycle where possible, or plan ahead and avoid busy times and routes on public transport

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Tier 3: Very High Alert

This is for areas with a very high level of infections and where tighter restrictions are in place. The restrictions placed on areas with a very high level of infections can vary, and are based on discussions between central and local government. At a minimum, this means:

- you must not socialise with anybody you do not live with or have formed a support bubble with, in any indoor setting or in any private garden or at most outdoor hospitality venues and ticketed events
- you must not socialise in a group of more than 6 in an outdoor public space such as a park or beach, the countryside, a public garden or a sports venue
- pubs and bars must close; they can only remain open where they operate as if they were a restaurant, which means serving substantial meals, like a main lunchtime or evening meal, and they may only serve alcohol as part of such a meal
- schools and universities remain open
- you should try to avoid travelling outside the very high alert level area you are in or entering a very high alert level area, other than for things like work, education or youth services, to meet caring responsibilities or if you are travelling through as part of a longer journey
- you should avoid staying overnight in another part of the UK if you are resident in a very high alert level area, or avoid staying overnight in a very high alert level area if you are resident elsewhere

You must:

- wear a face-covering in those areas where this is mandated

You should continue to:

- follow social distancing rules
- work from home where you can effectively do so
- travel to venues or amenities that are open, for work or to access education, but aim to reduce the number of journeys you make

Tier 4: Stay At Home

This is a national lockdown, where the spread of the virus is considered to have reached catastrophic levels for the NHS.

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You should stay at home as much as possible. You should only leave your house for specific purposes, including:

- essential activities such as shopping for food, drink or other items such as medicine (this includes picking up 'click and collect orders) or accessing public services or basic amenities.
- work, if you can't work from home
- education and childcare
- providing care to a vulnerable person
- meeting up with others in your support bubble
- exercising
- for medical care or to avoid harm

During a lockdown

- you should not travel more than 5 miles from your home
- should not meet more than 1 person in a public outdoor space
- all hospitality venues, non-essential shops, hairdressers and the like will remain closed

Empentis Training Solutions COVID Secure Arrangements

Offices

- Those who are able to work from home shall do so
- Office layouts rearranged to ensure that a two-metre gap is maintained during the working day.
- Office managers to ascertain the maximum number of staff their office can accommodate whilst maintaining the social distance.

Shared Areas

- Toilet use to be restricted to one user only. PIR Activated Red/Green lights installed on each door, where multiple occupancy possible. Locks to be fitted to all doors to reinforce effort.
- The toilets to be deep cleaned at least daily

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- All staff/ delegates using the toilets must observe meticulous standards of personal hygiene, I.E wash hands thoroughly in hot water and soap and dry off.
- Use of the kitchens should be managed and with social distancing requirements maintained
- Any table (if other than the work desk) used to take refreshment will be wiped down after every use
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Infection Control

The office shall be deep cleaned every night including

- Sanitisation of all desks, chair arms and controls
- Wiping of all telephones, computer keyboards /mice etc with an anti-bacterial cloth
- All toilets and kitchens will be sanitised
- All kitchen appliances will be sanitised
- Supplies of soap/ hand sanitisers will be topped up
- Bins for paper towel and other contaminated waste to be emptied into main dustbin and bins sanitised
- All door handles, interior and exterior, keypads, frequently used surfaces to be cleaned and sanitised, routinely.

Staff

- All staff are fully aware of the virus, the symptoms, the requirement to self-monitor and the need for social distancing
- All staff know, and accept, the actions to be taken should they experience any symptoms personally, observe them in a colleague or observe/ receive a report from a delegate/ associate
- All staff are required to complete COVID-19 Awareness Training via CDPOne before returning to the building

Vaccines

Empentis Training Solutions recognises everyone's right to make their own choice when it comes to receiving the COVID-19 vaccine. It is not mandatory for any member of staff or any learner to

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have their vaccine before entering the office or any other area where Empentis operate. However, we do encourage those who have not been vaccinated to continue to work from home until such a time as they receive their vaccine.

The roadmap developed by the UK Government sees restrictions gradually lifting in a sequence of "steps" with indicative dates for each step but the flexibility to proceed more slowly if required. The vaccination programme is key to paving the way for restrictions to be lifted in line with the proposed timetable.

Where an Empentis staff member or learner has been vaccinated this may be noted for our records, and proof may be requested. This will be done in accordance with all GDPR protocols.

For information on the vaccine, and to check your eligibility, visit the NHS website.

Support Information

Employee has been in close contact with a confirmed case of COVID-19 but has not attended work since

- Employee must self-isolate for 10 days (unless otherwise stated on Track and Trace App)
- Employees should contact 111 for further advice if they develop symptoms
- Manager to confirm if the employee has had contact with work colleagues away from the workplace

Employee has been advised by 111 or Track and Trace to self-isolate

- Employee advised to follow self-isolation guidance as published by Public Health England
- Managers to keep in regular contact with employee to ensure further advice is sought if symptoms develop
- Managers to arrange remote working, if possible and employee is well enough to do so
- Managers to make senior management aware of contact the employee may have had with others after potential exposure and prior to self-isolating
- Managers to process any sick pay for the self-isolation period, that the employee may be eligible for

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Employee/visitor falls ill whilst at Empentis Offices

- Employee/ visitor is isolated in a separate room or an area at least 2m apart from other employees
- Employee/visitor is instructed to call 111 to seek advice
- Employee/visitor is provided with disposable tissue to cover their mouth and nose whilst coughing or sneezing
- Employee /visitor instructed to avoid touching surfaces
- Employee/visitor to go home /attend a doctor, or other action as advised by 111
- Manager to follow up the results of any medical tests the employee takes

Personal Hygiene awareness

- Cover your nose and mouth with a tissue when coughing or sneezing
- Dispose of dirty tissues promptly in the bin
- Maintain good indoor ventilation
- Avoid sharing food, crockery, utensils and other personal hygiene items
- Avoid physical contact such as shaking hands and avoid touching your face or rubbing your eyes
- Maintain good personal hygiene, including handwashing with soap and water, or the use of alcohol-based hand rubs
- Proper handwashing requires soap and water. The constant rubbing action helps soap break down the grease and dirt that carry most germs. Washing your hands for at least 15 to 30 seconds with soap and water does not just make your hands smell fresh but also reduces germ count by up to 99%