

Groundwork London

COVID – 19 Policy



Covid-19 is a respiratory disease caused by a novel coronavirus that can affect the lungs and airways. Symptoms include a fever, shortness of breath, breathing difficulties, muscle pain, tiredness, dry cough, dyspnoea (laboured breathing), sore throat, diarrhoea, anosmia (loss of smell), dysgeusia (loss of taste) and conjunctival hyperaemia (sore/ bloodshot/ dry eyes).

As of 11th March 2020 the World Health Organisation (WHO) declared coronavirus a pandemic.

In response to this emergency situation, Groundwork London is committed to complying with its duty to provide a safe and healthy workplace/working conditions for staff who remain working in the workplace during the coronavirus pandemic.

Groundwork London:

- Monitors the daily Government COVID advice and updates policies and procedures accordingly.
- Gives employees clear guidance on when they should attend work and when they should stay away.
- Ensures that everyone's contact numbers and emergency contact details are up to date.
- Supports social distancing measures by:
 - Ensuring that all staff who have a role that can be performed from home are facilitated to do so; this may involve the provision of suitable IT equipment.
 - That the capacity, working arrangements for all work places and sites are adapted to meet social distancing measures.
- Enables flexible working arrangements when possible and necessary, through such measures as: furlough; flexible start and finish times to work to adapt travel arrangements, flexible hrs to fit around childcare arrangements.
- Ensures there are clean places to wash hands with hot water and soap, and encourage everyone to wash their hands regularly.
- Consults on, communicates, implements, and regularly reviews COVID Risk assessments for all activities and services.
- Provides staff with the protective measures required by the Risk Assessments including: hand sanitizer, face coverings, gloves.

Date: 1st September 2020

Signed:

Executive Director