

Roland Plastics Ltd and Electronic Terminations Ltd

**CORONA VIRUS POLICY**

**Dated 10<sup>th</sup> March 20**

## **Confidentiality**

This proposal is the property of Roland Plastics Ltd and Electronic Terminations Limited and contains proprietary and confidential information. It is to be used for the sole purpose of evaluating Roland Plastics Ltd and Electronic Terminations Limited proposed services. You may copy and distribute this proposal as necessary for evaluation purposes within your company; however, it may not be distributed outside without the prior written consent of Roland Plastics Ltd and Electronic Terminations Limited.

## **Introduction**

This is a new policy that supports the Pandemic Policy and Procedure and the Business Continuity Policy and Procedure. The policy reflects the current situation with COVID-19 and will be updated as the situation evolves. The policy contains a Factsheet so that information can be shared with staff/customers and suppliers. The document references the guidance issued on 25 February by Public Health England.

## **Relevant Legislation**

- The Health Protection (Coronavirus) Regulations 2020
- Civil Contingencies Act 2004
- Control of Substances Hazardous to Health Regulations 2002
- Equality Act 2010
- Health and Safety at Work etc. Act 1974

## **Purpose**

- To ensure that Roland Plastics Ltd and Electronic Terminations Ltd remains up to date and can 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

## **Scope**

The following roles may be affected by this policy:

- All staff (Permanent and temporary)
- Management

The following contacts may be affected by this policy:

- All contacts

The following stakeholders may be affected by this policy:

- Family
- Other outside agencies

## **Policy**

Roland Plastics Ltd and Electronic Terminations Ltd recognises 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. With the WHO stating that it's too early to say whether the disease will be labelled an 'outbreak', Roland Plastics Ltd and Electronic Terminations Ltd understands that the World Health Organisation have stated that countries should be preparing themselves. We are ensuring robust infection control and business continuity plans form part of preparing business at Roland Plastics Ltd and Electronic Terminations Ltd for any events.

Roland Plastics Ltd and Electronic Terminations Ltd will ensure that staff are aware and understand the importance of pandemic preparedness and will carry out preparations.

Roland Plastics Ltd and Electronic Terminations Ltd understands that business continuity planning involves all aspects of the business and to be effective Roland Plastics Ltd and Electronic Terminations Limited must work with their partners, suppliers and customers to ensure that a safe and effective service can be maintained.

Roland Plastics Ltd and Electronic Terminations Ltd understands that they have a responsibility for ensuring that staff follow good infection control and prevention techniques. Roland Plastics Ltd and Electronic Terminations Limited 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 or the wider public.

### **Procedure**

Roland Plastics Ltd and Electronic Terminations Ltd recognises that the WHO has declared COVID-19 as a public health emergency of international concern, known as a PHEIC, but have not classified it as an epidemic.

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

Roland Plastics Ltd and Electronic Terminations 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 1 metre (3 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 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. 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 whether COVID-19 is spreading in your area. They are best placed to advise on what people in your area should be doing to protect themselves.

### **Handwashing**

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

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

The current advice from Public Health England is as follows:

If, in the 14 days before the onset of illness (cough or fever or shortness of breath), there has been travel to affected countries, this includes transit, for any length of time, in these countries or contact with confirmed cases of 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 (difficulty breathing in children) 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 the flu
- Call NHS 111 to inform them of the recent travel to the country

If someone has returned from affected countries since February and develop symptoms they must stay at home and call 111 for advice.

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

- Roland Plastics Ltd and Electronic Terminations Ltd will ensure that the member of staff has sought advice from 111 or the GP
- Roland Plastics Ltd and Electronic Terminations Ltd must contact Suffolk County Council and 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 persons that they may have had contact with.

- If a member of staff reports that there are concerns about their children, close family, friends who they have had close contact with the local health protection team must be contacted for advice
- Roland Plastics Ltd and Electronic Terminations 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, workplace or residential setting is not recommended. Roland Plastics Ltd and Electronic Terminations 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.

### **Raising Concerns**

Roland Plastics Ltd and Electronic Terminations Limited has effective procedures in place to allow staff to raise any concerns in relation to equipment, policies and processes for managing COVID-19 at the earliest opportunity. All staff must be aware of the Whistleblowing Policy and Procedure at Roland Plastics Ltd and Electronic Terminations Limited and be able to raise concerns without any fear and receive timely feedback on their concerns.

### **Key Facts**

People affected should be aware of the following:

- A coronavirus is a type of virus. Coronaviruses are common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to severe pneumonia causing shortness of breath and breathing difficulties. This new virus is called SARS coronavirus 2. The disease it causes is called COVID-19
- There is no vaccine now for this virus. Washing your hands regularly with soap and water will help prevent the spread of the disease. Try not to touch your eyes, nose and mouth with unwashed hands