

POLICIES & PROCEDURES

COVID-19 Guidance Policy

Version Control

Issue	Date	Summary of Changes	Initials
1	5/3/20	Policy First Draft Complete	SB
2	11/3/20	Updated and approved by SMT	AR, ED, SB
3	16/03/20	Updated following government information	AR
4	19/03/20	Updated following government advice	AR
5	23/03/20	Updated to reflect shutdown preparations	AR
6	24/03/20	Updated following government advice	AR
7	18/05/20	Updated following government advice	AR
8	20/05/20	Updated following staff feedback	AR
9	16/06/20	Updated as part of the monthly review	AR
10	23/06/20	Updating following manager feedback	AR
11	01/07/20	Updated to reflect gov guidance on conferencing facilities	AR
12	24/09/20	Updated to reflect latest gov guidance	AR
13	28/10/20	Updated to reflect advice with confirmed cases	ANB
14	02/11/20	Statement added to cover the lockdown period 05.11.20 – 02.12.20	AR
15	04/01/21	Statement updated to reflect tier 4 for Norfolk.	AR
16	23/03/21	Statement updated to reflect UK Government roadmap.	AR
17	21/06/21	Policy updated to reflect easing of restrictions	AR

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18	15/07/21	Policy updated to reflect restriction changes	ANB
19	09/12/21	Policy updated to reflect restriction changes	ANB

Statement from Leadership Team

09.12.21

The UK Government has announced new measures as part of the Plan B approach to the Covid-19 pandemic. Hethel Innovation continues to encourage the team to communicate with their line managers on their preference for working in the office or at home. Our goal is always to make staff feel comfortable and where staff wish to work from home, we will do our best to accommodate where appropriate. Mask wearing in communal areas comes into effect from 10th December, and the work from home guidance from 12th December.

We also want to remind staff that conducting lateral flow testing twice a week is more important than ever. Kits are available through either site, speak to your line manager if you have any concerns or are unsure about this.

Section 3 of this policy has been updated to reflect our current practice and will be in place for the foreseeable future. The management team will review the policy each quarter or on significant government update, notifying the teams of any changes.

Section 4 is still available should another lockdown be implemented by UK Government, but we do not foresee this needing to be implemented within HIL. Section 5 – 7 remains unchanged and should be followed if there is an outbreak or covid-related illness.

COVID-19 Guidance Policy

1. Related Specifications

- COVID-19: guidance for employers and businesses (Gov.Uk, 2020).
- Working safely during coronavirus (COVID-19): Office and contact centres (Gov.Uk, 2020).
- Coronavirus: advice for employers and employees (ACAS, 2020).

2. Introduction /Scope

The following policy outlines the procedures and safety measures in place at Hethel Innovation Ltd to protect the health and wellbeing of employees, customers, tenants and operations in the event of an epidemic and to prevent the spread of the virus.

Gov.uk (Feb, 2020) defines Covid-19 as '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'. The following signs and symptoms may be observed in infected individuals within the 14 days after exposure:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Individuals with weakened immune systems, older people or those suffering from long-term conditions can be at risk of experiencing more severe symptoms. The virus is most likely spread during close contact (within 2 metres or less). This may occur

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through inhaling respiratory secretions after coughing or sneezing or through touching a contaminated surface or object then touching your mouth, nose or eyes.

3. Precautionary Measures across HIL

The below outlined measures are in place across all HIL teams and sites to lower the risk of anyone encountering or spreading the virus. If a lockdown situation occurs due to government mandate, the lock down measures in Section 4 will be implemented until further notice.

3.1 Site Operations

Due to the nature of our sites and exposure to multiple tenants, the following PPE should be worn:

- **When entering an occupied unit** – wear a face covering when occupied units, unless there is sufficient airflow, social distancing can be upheld and the risk is managed.
- **In shared areas (i.e. corridors, kitchens, coffee forums)** – wear a face-covering at all times unless you are exempt.
- **In HIL Offices** - If there is sufficient airflow, social distancing can be upheld, and the risk is managed you are not required to wear a face-covering.

3.2 Meetings and visitors

There will be a mixture of in-person and virtual meetings. Where possible, meetings should be held virtually to reduce travelling, reduce risk of exposure, and be inclusive of home-workers. When meetings need to take place in person, the following measures are to be implemented:

- **Contractors** - Check contractor RAMs for their Covid-19 policy or precautions. If they are not satisfactory, notify them before they attend site.

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- **Track and trace** – All site visitors must sign in at security / reception and where possible, scan the track and trace QR code.
- **Meetings** – During meetings where you are seated indoors, there must be airflow and social distancing in place. If this is not possible, a face-covering should be worn.

3.3 Workplace Hygiene

At each HIL site, we are making PPE available for anyone working in high-risk environments (as defined in HIL's COVID-19 Risk Assessment), and cleaning regimes in HIL offices.

3.4 Covid Tests

Everyone who will be attending site will need to self-test using the testing kits provided by HIL twice a week. The test results should be logged by individuals and positive results flagged to the appropriate manager immediately. Do not attend site if you have tested positive.

3.5 Staff Self-Monitoring and Isolation

There are currently no overseas work excursions planned for Hethel Innovation Ltd employees and the company advises against all international travel in line with government guidelines.

Employees who are contacted by the NHS Test and Trace system and told to isolate due to being in contact with someone who has tested positive must notify their manager immediately and follow the government guidelines on self-isolation. We will support them with home working arrangements or sick pay depending on the individual situation.

4 Lock Down Measures

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The closure of a Hethel Innovation building/facility will be treated as a last resort to prevent unnecessary disruption to the business operations of tenants and services to customers.

Should government mandate another lockdown, HIL will make a policy statement for that specific period which aligns to the government guidance. The following actions will be considered and adopted as required:

- Remote working will be increased to a level that sustains business continuity whilst protecting workers – each team / department will operate individual rotas to ensure different roles are accounted for.
- Sites will continue to open with staffing levels appropriate for the number of tenants on site.
- People who are unable to work will be retained using any income support schemes (such as the furlough scheme) available at the time.
- Conferences will not be held for tenants or external customers.
- Face-to-face meetings can only occur if a physical presence is vital.

5 Potential Outbreak Procedure

If an employee, customer or tenant becomes unwell and believes they may have been exposed to COVID-19, the illness must be reported to Hethel Innovation management (preferably via a phone call - to minimise potential spread of infection). The following steps have been planned:

- The unwell person should be removed to a room or area that is at least 2 metres away from other people where they can be isolated behind a closed door. Hethel Innovation management will identify and provide a vacant space and provide tissues if required.
- The unwell person must dial NHS 111 for up to date advice from a mobile or 999 in the event of a life-threatening emergency.
- The unwell person must remain at least 2 metres from other people and avoid touching surfaces or people. A separate bathroom can be allocated to the individual whilst awaiting medical assistance.
- The unwell person will be provided with a plastic rubbish bag and required to place any used tissues into the bag, tying it and returning it to site management who will securely store it. It will be disposed of in normal waste if the case is confirmed as negative. If positive, the local Health Protection Team must be consulted for further information on disposal.
- The unwell person should leave the site once medical guidance has been received.
- The unwell person must inform the site of the outcome of any laboratory test results for COVID-19.
- The site will remain open in the event of a suspected case in the workplace.
- A precautionary deep clean of the isolation area and all surfaces will be undertaken as soon as possible by the cleaning provider.
- No further action will be taken until a suspected case is confirmed. Tenants have already been informed that suspected cases will be handled in the above manner and HIL management will not be informing tenants of every new suspected case.

6 Confirmed Case Procedure

If a suspected COVID-19 case is confirmed in the workplace, the following steps have been planned:

- Current UK guidelines advise against closure of the workplace so business will continue as usual.
- All employees and customers will be informed as appropriate at the earliest possible opportunity of a confirmed case of COVID-19 and will be specifically notified if they were in close contact with that person so that they can self-isolate following government guidance.
- If more two or more cases are confirmed within 14 days the management team will liaise with the PHE local Health Protection Team. The affected person's details will be provided and HPT will be consulted for advice.
- The cleaning company will deep clean areas effected, and any additional steps or procedures advised by the Health Protection Team will be implemented.
- The affected person will be actively monitored by the Health Protection Team and must follow all advise given to prevent further spread of the infection.
- Individuals who have not had close contact with the affected person should continue to attend work as normal.

7 Sick Pay for HIL Employees

Anyone with symptoms will go into self-isolation and be paid sick pay as per the existing HIL policy for the duration of the isolation. Anyone that is at high-risk who feels they need to self-isolate and cannot work, even if they don't have symptoms, will also be treated as being off sick and be covered by the HIL policy.