

Nightlife Outreach

Coronavirus (COVID-19) company policy

In this **Coronavirus (COVID-19) company policy**, you'll find all the essential guidelines Team members should follow during the coronavirus outbreak and temporary alterations of existing sick leave and work from home policies.

Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all of our Team members who physically work in our office(s), Community Hub, and Venue. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

The principle hazards are being infected by the virus through 2 routes:

- touching surfaces that are contaminated with the virus and then touching your own face with contaminated hands, and
- transmission through droplets and airborne particles exhaled by an infected person.

The key mitigation principles are:

- Good hygiene – cleanliness of the building and contents and frequent hand-washing by occupants
- Restrictions of types of activities – to reduce the likelihood of creating droplets e.g. no loud or boisterous behaviour
- Social distancing – maintaining safe distances between people to reduce the likelihood of airborne transmission
- Training – through verbal instructions and written notices to reinforce required behaviour

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Policy elements

Here, we outline the required actions Team members should take to protect themselves and their co-workers from a potential coronavirus infection.

1. Sick leave arrangements:

Report all instances or contact with covid-19 to your direct supervisor as soon as possible. Your direct supervisor will contact you during your self-isolation for wellness check once a week.

1. If you have cold symptoms, such as cough/sneezing/fever, loss of smell and taste, high temperature over 37.6 or feel poorly, request sick leave or work from home.
2. If you have a positive COVID-19 diagnosis, you can return to the office *only after* you've fully recovered, with a doctor's note confirming your recovery.
3. Get tested for free from www.nhs.uk/coronavirus.

2. Work from home requests:

Report all instances or contact with covid-19 to your direct supervisor as soon as possible. Your direct supervisor will contact you during your self-isolation for wellness check once a week.

1. If you are feeling ill, but you are able to work, you can request to work from home.
2. If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), we'll ask you to work from home for 14 calendar days, and return to the work only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
3. If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
4. If you're a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
5. If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to work 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

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3. Travelling/commuting measures:

Team safety is an imperative; therefore, all team members must be trained on the safest way to travel to and from the venue.

1. In-person meetings should be done virtually where possible, especially with non-company parties (e.g. interviews and partners).
2. If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.
3. Return to work assessments completed with all staff to determine their fitness for work and the risk to those they live with.

3.1 Public Transport

1. If you normally commute to the venue by public transportation and do not have other alternatives, you can request to work from home as a precaution.
2. Where possible travel to and from the venue must be done at the quietest times
3. Team Members are advised not to wear work uniform on public transport, arrive 15 minutes before the start of each shift to change into workwear and wash hands.
4. When returning home, the team member must remove their travel clothing and shoes immediately and place clothes in the wash. Hands must be washed, and phone and their cases wiped with anti-bacterial soap if they, where used during travel.

4. General hygiene rules:

1. All staff and volunteers are to wash their hands or hand sanitize immediately on entering
2. Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). You can also use the sanitizers you'll find around the center.
3. Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
4. Open the windows regularly to ensure open ventilation.
5. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
6. If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).
7. Sanitise all surfaces before and after each event. Surface sanitiser is effective against enveloped viruses. Compliant with BS EN 1276 (removal of bacteria) and BS EN14476 (elimination of enveloped viruses).
8. Hand sanitiser to be made available around the building including entrance. Hand sanitiser conforms to BS EN 1500 (chemicals disinfectants and the antiseptics) and BS EN 12054 (bactericidal efficacy) and has been proven effective against enveloped viruses.

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4.1 Uniform

1. Work Uniform should not be worn on public transport.
2. Uniform must be carried separately in a sealed bag, to change into uniform upon entering the venue.
3. Team members instructed to launder work clothes at least 60°C or to use a laundry sanitising agent if the fabrics can-not be washed at that temperature.
4. Team members are to store their travelling clothes in a separate area to clean items to avoid any cross contamination.
5. Personal items are to be kept to a minimum.
6. Any personal belongings, must be stored away and not brought into the normal working environment. If required whilst on shift then these items must be fully sanitised before using.
7. Once shift has finished, uniform must be removed, and travelling clothes used for travel placed back on for leaving.

4.2 Staff and Volunteer Protection

1. If staff are serving customers or taking payment, they must be protected, while at the moment there is no obligation to wear use masks, they are to keep the minimum distance away from customers as set out in Government guidelines.
2. For cleaning bodily fluids from surfaces, use disinfectant and sanitisers that are effective against bacteria as well as cold and flu viruses.
3. Make sure you adhere to social distancing and the minimum distance rule while on smoking/vaping breaks.
4. For staff to protect others-always sneeze or cough into the crook of your arm to prevent your hands from becoming contaminated.

5. Social Distancing guidelines for Workshops & Classes

These are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19)

They are to:

1. Avoid contact with someone who is displaying symptoms of Coronavirus (COVID-19). These symptoms include high temperature and/or new continuous cough
2. Avoid non-essential use of public transport when possible
3. Avoid Gatherings with friends and family. Keep in touch using remote technology such as phone, internet and social media.
4. Staff and volunteers encouraged to bring as few personal possessions as possible.
5. To reduce contact between people, staff and volunteers must adhere to the staffing plan which set out roles and zones for work.
6. All Classes and workshops are to use the main hall to help with social distancing.
7. All classes and workshops are to set the limit to each class to no more than 30.

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8. All Classes and workshops are by pre-booking only, to ensure the numbers of participants expected does not exceed the government guidelines.
9. All equipment used for classes and workshops must belong to the participant, Participants are NOT to share equipment.
10. All participants are to sign in the track and trace on entry.
11. Non participating visitors will not be allowed entry unless specified for the safety of the participant under our safeguarding policy
12. Staff and volunteers are supplied with PPE, they must ensure that they are familiar with PPE required for each role and they wear the PPE required.
13. Face coverings are to be worn for customer facing roles, face shields may be used if preferred.
14. Disposable gloves for roles touching objects handled by customers or other staff and volunteers.
15. Back to back or side to side working to minimise exposure which is greater when working face to face.
16. All sports mats must be sanitised after each use.
17. Sports, yoga and mediation classes are to adhere social distancing mitigation one mat per person.
18. Mats are to be spaced at 2meters where possible.
19. Music equipment used must be sanitised after use.
20. All alcohol is removed and stored in a secure locker (no alcohol will be served or allowed in the centre)

5.1 Community Table top Larder

1. Only accept donations of long-life foods (Canned or dried), masks, gloves, sanitiser and hygiene products must be in original packaging
2. Donations are stored for 72 hours before handling
3. All produce is wiped down and sanitised before being up out for public
4. Table areas for donations is separate to table area for collections.
5. Collection table to be sanitised before during and after opening
6. Hand sanitising station at entrance.
7. Collection table has barrier between it and the rest of the main hall.

6. Social Distancing guidelines for public events - STAFF

These are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19)

They are to:

1. Avoid contact with someone who is displaying symptoms of Coronavirus (COVID-19). These symptoms include high temperature and/or new continuous
2. Avoid non-essential use of public transport when possible
3. Avoid Gatherings with friends and family. Keep in touch using remote technology such as phone, internet and social media.
4. Staff and volunteers encouraged to bring as few personal possessions as possible.

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5. To reduce contact between people, staff and volunteers must adhere to the staffing plan which set out roles and zones for work.
6. All events are to use the main hall to help with social distancing.
7. All Events open to the public are to set maximum limit of no more than 198 this is a reduced capacity from 1200.
8. All Staff are to sign the Covid-19 track and trace for each shift
9. Staff and volunteers are supplied with PPE, they must ensure that they are familiar with PPE required for each role and they wear the PPE required.
10. Face coverings are to be worn for customer facing roles, face shields may be used if preferred.
11. Disposable gloves for roles touching objects handled by customers or other staff and volunteers.
12. Back to back or side to side working to minimise exposure which is greater when working face to face.
13. Do not touch the seats or pull the seats out
14. We no longer take coats or offer to hang them up.
15. Stand 1 meter away from tables when taking orders
16. When removing waste, it is advised that team members ask a table member to throw in the bin to minimise cross contamination.

7. Social Distancing guidelines for public events – PUBLIC MITIGATIONS

7.1 Floor markings to be used to give visual reminder of distancing measures:

- Around bar areas – to prevent people approaching bar
- On floor approaching venue where people may be queuing
- On floor for toilets

7.2 Tables:

1. To reduce the number of items touched by customers, tables will be kept clear of items except for the table number and disposable single use drinks list with venue policy and link to Table ordering app.
2. All customers are required to use hand sanitizer at Welcome table on arrival
3. Contact details and data consent will be recorded for each person and retained for 21 days for the NHS Test and Trace program. Pre-printed Covid-19 informative waivers and pens will be provided on the Welcome table.
4. Indoor tables are large enough to ensure social distancing of people from different households / or support bubble, customers will be reminded to sit in groups of only TWO households. 6ft by 2ft Tables allow no more than 6 customers to be seated.
5. Groups to be allocated a numbered table
6. Groups reminded not to interact with other groups as they walk to their table.
7. Tables are set at a pre-determined distance of 2 meters where possible with no less than 1.3 meters with directional mitigation in place.

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7.3 Social Distancing verbal & signs

1. Informing customers of guidance through signage or notices at the point of booking or on arrival
2. Ensuring staff are familiar with the guidance, and if any local restrictions are in place
3. Asking customers for verbal confirmation of the number of households in their party at the point of arrival.

7.4 Entrance and Exit

1. Controls to manage queues are in place both internally and externally to maintain Social Distancing
2. Provide social distancing barriers
3. Team members available to monitor queuing, occupancy and advise social distancing
4. Limit the entrances in use to aid management of occupancy numbers
5. Separate exit doors for customers to avoid crowding at entrance
6. Security to Temperature check customers before admittance any customer 37.7c or over will not be admitted.
7. Team members to take Name and Phone number and ask customers if they have and any symptoms within the last 14 days for track and trace scheme
8. Employee to ask customer to hand sanitise before entry
9. Doors to be pinned open to increase air flow and reduce hand contact points.
10. Customers can wear face masks if they wish. The customer must remove the mask and show full face to camera at entrance before replacing it on entering.

8. Visitors, Maintenance & Deliveries:

1. All visitors to site must be limited as much as possible. For anyone visiting the site to complete maintenance, regular contracted work, assessments, audits or reviews of the site they must operate with physical distancing in place at all times.
2. All visitors must read and sign the visitors sign in policy before entering the site.
3. Where maintenance work is required to be completed then this must be organised for when for when minimal people are on site such as overnight or early morning.
4. After any work has been completed then ensure this area is fully cleaned down before re-instating it for operational use.
5. Items must be dropped by the driver in a suitable location.
6. If teams are on site whilst the delivery is being made then allow the driver to step back to a 1meter distance.
7. While unpacking the delivery ensure that the team members wear the appropriate PPE within the government guidelines.
8. All external packaging to be removed and safely disposed of or isolated from the regular work area.
9. One delivery has been completed then team members must wash their hands immediately.