

## **Coronavirus Policy**

### **Introduction**

**The Dog and Partridge Country Inn & Hotel** is committed with ensuring the health, safety and welfare of all employees.

This policy describes the measures we have put into place to protect you from the risks of the Coronavirus (COVID 19) outbreak and the duties that fall upon us.

### **Scope**

This policy applies to all employees of the **Dog and Partridge Country Inn & Hotel**

### **Infection Control**

All employees must follow the guidelines promoted by Public Health England, the NHS and the World Health Organisation on infection control whilst at work and in their daily lives. This includes;

- Regularly cleaning your hands using an alcohol-based hand rub or soap and water

- When coughing and sneezing, covering your mouth and nose with a flexed elbow or tissue, throwing this tissue away immediately and washing your hands (as above)

- Avoid close contact with anyone who has a fever and cough

Notices promoting infection control best practices will be displayed in the workplace. **The Dog and Partridge Country Inn & Hotel** will ensure that adequate stocks of soap and hand sanitiser solutions are available in the workplace. Whilst in the workplace,

- Change into workplace clean uniforms
- Leave all your personal possessions in the locker provided (including mobile phone)
- Ensure that you have your PPE,
- Follow the guidance on the 2-meter rule

## **If you catch the virus**

You should take medical advice as to the length of your absence and the measures required to prevent the spread of the virus.

Our normal sickness absence procedures will apply, and you should keep us informed.

Our normal procedures require you to produce a doctor's note after 7 days of absence, although we appreciate this may not be possible in these circumstances. During your absence, you will be entitled to SSP/in line with the usual qualifying criteria.

Again, we will review evidential and sick pay requirements in line with any changes the government may make in this regard.

## **Self-Isolation**

The most common symptoms of coronavirus are recent onset of a new continuous cough and/or high temperature. If you have these symptoms, however mild, stay at home and do not leave your house.

If your symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have not internet access, you should call NHS 111. For a medical emergency dial 999.

If you are self-isolating because you have the symptoms, this absence will count as sick leave and our normal sickness absence procedure will apply

If you are self-isolating because you live with someone who is showing COVID 19 symptoms, but are not ill, this is absence will count as sick leave and the normal sickness procedures will apply.

## **Emergency Dependant Leave**

If you are unable to attend work due to the need to arrange care for a dependant (for example, if your child's school or nursery is closed, you may ask for the following

- Work from home
- Unpaid leave
- Annual leave

**Please ensure that you read and understand the**

- Company Handbook**
- Risk Assessment**
- Updated on relevant workplace policies and procedures**

**If you have any questions, please ask your line manager for clarification.**

**If is important that we all take responsibility for actions taken outside of the workplace and act in a due diligent manner in order to avoid risks, for both you, your family, work college and the workplace.**

**This policy will be updated on a regular basis**