



# CORONAVIRUS POLICY

## August 2020 (v1)

This policy has been written to cover the operational procedures necessary for Space For You to protect its service users, visitors and staff from the risks presented by Coronavirus (COVID-19) infection.

It includes:

- Information provision
- Infection control and prevention procedures
- Social Distancing
- Staff Health and Self-isolation
- Personal Protective Equipment
- Monitoring & Review

### What is Coronavirus?

COVID-19 (coronavirus) is an infectious disease which causes respiratory flu-like symptoms ranging from very mild to very severe. The infection originated in China at the end of 2019 and has since spread to other countries initiating a global public health emergency. It is now classed as a pandemic.

### How is Coronavirus Spread?

People can catch COVID-19 from others who have the virus.

It is understood that the virus moves from person to person in droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. In addition, the virus can survive for a certain amount of time out of the body on surfaces.

People can catch COVID-19 if they breathe in the droplets or touch infected surfaces and then touch their eyes, nose or mouth.

### What Are the Symptoms?

The most common symptoms are fever, tiredness, and dry cough. As the virus mutates many more symptoms have become associated with the condition.



COVID-19 is particularly dangerous for people with weakened immune systems, for older people, and for those with long-term conditions such as diabetes, cancer and chronic lung disease.

Updated information and guidance can be found at <https://www.gov.uk/coronavirus>

## Information

Space For You will keep up to date with the latest public health and government information about the risk of coronavirus in the UK.

The Charity will comply fully with official advice.

## Infection Control and Prevention Procedures

Space For You believes that general adherence to high standards of infection prevention and control is the best way to prevent the person-to-person spread of pathogens such as coronavirus and maximise the safety of staff, service users and visitors.

To achieve this we will endeavour to ensure that people:

- cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze
- put used tissues in the bin immediately
- use hand sanitiser gel (at least 60% alcohol) on entering, during the activity (as appropriate) and on leaving the building
- try to avoid close contact with people who are unwell
- avoid touching their eyes, nose, and mouth with unwashed hands
- wear PPE as appropriate (Face Masks)
- clean and disinfect frequently touched objects and surfaces

Environmental cleaning will be increased while the danger of a pandemic exists. Regular cleaning of frequently-touched hard surfaces with a suitable disinfectant and cleanser will be carried out.

## Social Distancing

The Government have said that where it is not possible to stay 2m apart, people should keep a distance of 'one metre plus' – this means staying one metre apart, while observing precautions to reduce risk of transmission:

- Avoid face-to-face seating
- Meet in outdoor areas or well-ventilated areas
- Use protective screens and face coverings
- Continue to wash hands regularly



Vulnerable people, including those aged 70 and over, are being advised to be particularly stringent in following social distancing measures.

Staff and service users should observe social distancing wherever possible.

## Staff Health and Self-isolation

Government strategy is to ask people to self-isolate in their homes where they have symptoms of COVID-19 infection or think that they might have the virus.

Staff who are unwell with suspected COVID-19 or who have come into contact with an infected individual or who share a household with someone who is unwell should not come to work but must comply with the latest government advice about self-isolating themselves in their home.

The guidance states that:

- people who have symptoms of infection (new continuous cough and/or high temperature — however mild) and live alone should self-isolate by staying at home and not leaving their house for seven days from when the symptoms started
- those who live with others and one person has symptoms should self-isolate as a household for 14 days from the day when the first person in the house became ill.

## Personal Protective Equipment (PPE)

Staff, service users and visitors must wear a Face Mask at all times when inside the building.

Face visors are also provided and can be worn as additional protection or for communication with those who may be hard of hearing.

Any Single-use items must be disposed of in the bins provided, and not shared with others.

## Monitoring and Review

This policy will be continuously monitored and updated to take account of any changes to the official advice provided about Coronavirus.

Signed:	Nicola Hemsley
Date:	26 August
Policy review date:	October 2020