

Work Wellness. Client Facing Policy

COVID-19 Safety

Policy:

Purpose:	To minimise COVID-19 transmission risk to Work Wellness practitioners and attendees during delivery of Occupational Health Assessments and Training Courses on either client or 3 rd party premises.
Scope:	Work Wellness practitioners and attendees meeting on client or 3 rd party premises. A client or 3 rd party premise provider's COVID-19 safety policy has precedence over this Policy where they control for the same risk in a similar way.
Accountable:	Work Wellness Commercial Director.
Responsible:	Work Wellness practitioner. Where compliance depends upon others, such as the 3 rd party premises provider, the Work Wellness practitioner will ensure that the provider is compliant with this policy.

Document Summary:

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1 Current infection knowledge and risk assessment

1.1 Infection transmission risk:

Covid-19 is infectious for up to 2 days prior to development of symptoms.

Live COVID-19 virus can be found in:

- Mucus
- Skin surfaces
- Stools
- Conjunctival secretions (except sweat)

Human coronaviruses can survive on inanimate objects and can remain viable for up to 5 days at temperatures of 22-25°C and relative humidity of 40-50% (which is typical of air-conditioned indoor environments).

1.2 Purpose of infection transmission controls

1.2.1 Contact control

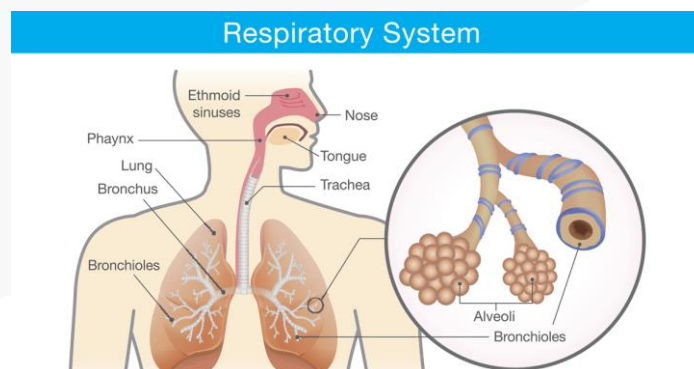
People with the virus in their noses and throats may leave infected droplets on objects and surfaces (called fomites) when they sneeze, cough on, or touch surfaces, such as tables, doorknobs and handrails. Other people may become infected by touching these objects or surfaces, then touching their eyes, noses or mouths before cleaning their hands. This is the most common route of infection transmission.

Control largely depends upon Hygiene; the regular and thorough sanitisation of hands and contact surfaces.

1.2.2 Droplet Control

Used to prevent and control infection transmission over short distances via droplets of >5 microns from the respiratory tract of the infected individual typically generated by coughing, sneezing, singing and shouting, landing directly onto a mucosal surface or conjunctivae of another individual. For comparison, the thickness of a human hair is between 60 to 120 microns.

Droplets penetrate the respiratory system on surfaces above the alveolar level.



The maximum distance for cross transmission from droplets has not been definitively determined, although a distance of approximately 1 metre (3 feet) around the infected individual has frequently been reported.

Control largely depends upon Social Distancing and wearing of Face Masks.

1.2.3 Airborne Control

Used to prevent and control infection transmission without necessarily having close contact via aerosols of ≤ 5 microns from the respiratory tract of the infected individual typically generated by breathing and talking, landing directly onto a mucosal surface or conjunctivae of another individual.

Aerosols penetrate the respiratory system on surfaces down to the alveolar level.

Airborne transmission has not yet been proven but is certainly theoretically possible and more likely in; indoor, crowded, inadequately ventilated spaces where infected persons spend long periods of time with others.

Control largely depends upon Social Distancing and wearing of Face Masks.

2 Transmission Risk Controls

2.1 Screening Requirements

The following screening requirements apply to attendance at both Training Courses and Occupational Health Assessments.

2.1.1 Self-assessment prior to attendance

Attendees must complete a COVID-19 Pre-Screening Self-Assessment Checklist within 24 hours prior to attending. See Appendix A for the Checklist template.

2.1.2 Attendees presenting with symptoms

If an attendee presents with COVID-19 symptoms the practitioner must instruct the attendee to return home and follow government guidelines for self-isolation and testing.

2.1.3 Clinically extremely vulnerable attendees

Government [shielding advice](#) should be followed. It is the attendees' choice to attend and they should not be required to do so if they feel uncomfortable being in an indoor training environment.

2.2 Venue Requirements

2.2.1 Social Distancing

The practitioner must ensure that the venue has sufficient space to allow the practitioner and attendees to comply with [social distancing requirements](#) defined:

- By [government guidelines](#).
- Elsewhere in this Policy.

2.2.2 Hygiene

The practitioner must ensure that the venue:

- Is well ventilated, ideally with windows which can be opened if other forms of ventilation are deemed inadequate.
- Wherever possible, enables any surface and furniture likely to come into contact with the instructor or attendees to be wiped or sprayed with anti-bacterial liquid.

The practitioner should ensure that the venue and / or Work Wellness provide; hand sanitiser, tissues and a no-touch receptacle for disposal of tissues, for use by the practitioner and attendees.

2.2.3 Face Covering

No specific requirements.

2.3 Training Course Requirements

2.3.1 Social Distancing

The practitioner must ensure that:

- A fixed seating location is allocated to each attendee for the duration of the training course.
- Attendees are seated no less than 2 metres distant from each other when not wearing face covering.
- Attendees are able to work at a desk whilst at their seating location. Desks should ideally be placed in a horseshoe arrangement, orientated towards the practitioner at the front of the class.
- Training course materials for each attendee are placed at their seating location prior to the commencement of the course.

The practitioner must review, and where possible amend, aspects of training course delivery which might normally compromise social distancing requirements. For pair or group work activities, the options include:

- Attendees remain in the same group throughout the training course. Face coverings worn at all times. One designated group member handles materials / captures notes. Close proximity activity time kept as short as possible.
- Attendees remain in their seating locations and form a single group. One designated group member handles materials / captures notes.

2.3.2 Hygiene

No specific requirements.

2.3.3 Face Covering

As we comply with social distancing requirements, the wearing of face coverings during the training sessions is a matter of individual choice.

At the beginning of the training course, the practitioner will:

- Discuss and agree with attendees whether they will wear face coverings during the training sessions.
- Remind attendees that there are a range of circumstances where attendees may not be able to wear face coverings.
- Ask attendees to respect the choices of others.

2.3.4 Advice for Attendees

Prior to attendance the practitioner must ensure that attendees are advised to:

- Provided with a COVID-19 Pre-Screening Self -Assessment Checklist. (see Appendix A).
- Bring their own hand sanitiser and tissues (in addition to hand sanitisers provided by the venue and / or Work Wellness).
- [Thoroughly wash their hands](#) immediately prior to attendance.
- Arrive promptly to minimise time spent in potentially higher risk environments and to allow time for the practitioner to prepare the venue in compliance with this policy.

Upon commencement of the training course the practitioner must advise attendees:

- Of venue specific provision (e.g., of hand sanitisers) and requirements (e.g., one-way systems, use of lifts, toilets, etc) where attendees are not already familiar.
- To comply with social distancing requirements, including the need to comply during breaks.
- Where possible, to avoid touching any materials, furniture or surfaces likely to have been in contact by others. This includes course materials provided to other attendees.
- To regularly wash their hands, especially when returning to the training course venue.
- To catch coughs and sneezes in tissues and follow the “Catch it, Bin it, Kill it” steps.
- To remove all personal effects, including course materials, prior to room cleaning, for example overnight.

2.4 Occupational Health Assessment Requirements

2.4.1 Social Distancing

Social distancing will be practiced except when taking biometric measurements (height, waist, blood pressure, cholesterol) which requires physical contact.

When taking biometric measurements, the Pre-screening Requirements, Venue Requirements and the Face Covering and Hygiene requirements in this section are deemed sufficient to control for transmission risk.

2.4.2 Hygiene

The practitioner must:

- Perform hand hygiene:
 - After barehanded touching of instruments, equipment, materials, and other objects likely to be contaminated by blood, saliva, or respiratory secretions.
 - Before and after treating each attendee.
 - Before putting on gloves and again immediately after removing gloves.
- Wear gloves:
 - Whenever there is potential for contact with blood, body fluids, mucous membranes, non-intact skin or contaminated equipment.
 - Dispose of gloves in a clinical waste bin located as close as possible to the area where the items are used.
 - Perform hand hygiene immediately after removing gloves.
- Not wear the same pair of gloves for the care of more than one attendee.
- Practice sharps safety:
 - Place used cholesterol sticks into a puncture-resistant clinical waste bin.
- Clean and disinfect:
 - Care devices including; blood pressure monitor sleeves and tape measures immediately after each appointment.
 - Clinical contact surfaces (e.g., tables and chairs) with an EPA-registered hospital disinfectant after each attendee
 - The practitioner must ensure sufficient time is available between appointments to apply the hygiene requirements of this policy.

2.4.3 Face Covering

The practitioner must ensure that the practitioner and attendee wear a face mask at all times during the appointment to provide airborne and droplet precautions.

In addition, the practitioner and / or attendee may also wear a face shield to provide additional droplet precautions.

2.4.4 Advice for Attendees

Prior to attendance the practitioner must ensure that attendees are advised to:

- Provided with a COVID-19 Pre-Screening Self-Assessment Checklist. (see Appendix A).
- Bring their own hand sanitiser and tissues (in addition to hand sanitisers provided by the venue and / or Work Wellness).
- [Thoroughly wash their hands](#) immediately prior to attendance.
- Arrive promptly to minimise time spent in potentially higher risk environments and to allow time for the practitioner to prepare the venue in compliance with this policy.

Upon commencement of the appointment the practitioner must advise attendees to:

- Catch coughs and sneezes in tissues (or their elbow if a tissue cannot be retrieved in time) and follow the “Catch it, Bin it, Kill it” steps.
- Perform hand hygiene after hands have been in contact with respiratory secretions.

3 Appendix A:

Work Wellness COVID-19 Pre-screening Self-Assessment Checklist

It is a requirement that you complete this self-assessment checklist to help protect the Health and Safety of our practitioner, attendees and anyone else with whom they might come into contact.

Please complete the checklist in the 24 hours prior to attending. If you answer “Y” to all conditions then you are able to attend. If you do not answer “Y” to all conditions then advise the meeting organiser immediately and do not attend your appointment.

	Condition	Y/N
1	<ul style="list-style-type: none"> • I have not visited a country outside of the UK in the last 14 days or • All countries I have visited in the last 14 days are currently listed by the government as exempt from self-isolation requirements: https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors 	
2	I have not experienced any COVID-19 symptoms in the last 24 hours including: <ul style="list-style-type: none"> ○ New, continuous cough defined as: <ul style="list-style-type: none"> ○ Coughing for longer than an hour or. ○ Three or more coughing episodes in 24 hours. ○ Usually have a cough but it is worse than usual. ○ High temperature or fever. ○ Loss of, or change in, sense of smell or taste? 	
3	I have not tested positive for COVID-19 in the last 7 days.	
4	I have not been told to self-isolate by NHS Test and Trace or by the NHS COVID-19 App	
5	To the best of my knowledge; I do not share a support bubble with, live with or have had close contact* with someone who is exhibiting COVID-19 symptoms or who has tested positive for COVID-19 in the last 14 days. *Close contact means being within 6 feet for more than 15 consecutive minutes starting from 2 days before onset of symptoms.	
6	Whilst attending, I agree to comply with the reasonable COVID-19 Safety instructions issued by the Work Wellness Practitioner for social distancing, wearing of facemasks and hygiene. Details of these instructions can be found in the Work Wellness COVID-Safety Policy.	

End of Policy Document