



# COVID-19 (Coronavirus) Policy

<b>Last review date</b>	23/03/2020
<b>Last reviewed by</b>	Hannah Young
<b>Approved by Board</b>	
<b>Next Review Date</b>	

## History of most recent Policy changes

Date	Page	Change	Origin of Change, e.g. Change in legislation

### Introduction

Government guidance now requires everyone in the UK to take action to limit social contact to limit the spread of COVID-19 (Coronavirus).

This Policy should be read in conjunction with Babbasa's general Health & Safety Policy and COVID-19 (Coronavirus) Health and Safety Risk Assessment.

### Policy Statement

In order to meet our duties of care and fulfil our civic responsibility to limit the risk of harm from COVID-19 for our staff, young people, visitors and vulnerable people within our wider communities, Babbasa will regularly review and work to comply with all relevant government guidance. We will also promote and support compliance amongst our staff, young people and wider partners and communities.

Babbasa Board will:

- Maintain oversight of the risks associated with COVID-19 and the action being undertaken by the management team to mitigate these risks.
- Promote compliance with government and NHS guidance.
- Support the Management Team to communicate the risks, actions and impact of the COVID-19 pandemic to key stakeholders.

Babbasa Management Team will:

- Review regularly all government and NHS guidance and update our own risk assessments and guidance to staff, young people and other stakeholders accordingly
- Work to maintain services wherever possible using telephone or online channels when face-to-face contact is not possible.
- Provide equipment and remote systems access to enable all staff to work from home
- Assess the health and safety risks of all staff who are home working and work to mitigate these on an individual basis.

Staff will:

- Read and follow all COVID-19 policy and guidance provided by the Babbasa management team.
- Work remotely from home when instructed to do so unless specific alternative arrangements have been agreed with the Management on the basis of an individual risk assessment – see further information at:  
<https://www.dropbox.com/home/Resources/Working%20from%20Home%20Pack>
- Notify a member of the management team if you or a member of your household has symptoms of COVID-19 (a high temperature and a persistent cough)
- Seek permission from a member of the management team if you need to attend the Babbasa office and, if this is agreed, follow Babbasa's COVID-19 Office Guidelines to minimise risk of spread of infection.
- Communicate this guidance to young people and encourage compliance with the government measures to prevent spread of the coronavirus.

Mentors, Associates and other volunteers will:

- Use telephone, email or video-conferencing to contact mentees or staff – mentoring may continue as long as it is conducted remotely.
- Not attend the Babbasa office until further notice.
- Communicate this guidance to young people (if working directly with a young person) and encourage compliance with government measures to prevent spread of the coronavirus.

## COVID-19 (Coronavirus) Guidance for staff and visitors

COVID-19 is a new illness that can affect your lungs and airways. Symptoms of coronavirus are a high temperature and a persistent cough.

Government and NHS guidance now require everyone in the UK to stay at home to stop coronavirus spreading. This includes people of all ages – even if you do not have any symptoms or health conditions. For further information at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

You can only leave your home:

- **to shop for basic essentials** – only when you really need to
- **to do one form of exercise a day** – such as a run, walk or cycle, alone or with other people you live with
- **for any medical need** – for example, to visit a pharmacy or deliver essential supplies to a vulnerable person
- **to travel to and from work** – but only where this is absolutely necessary

If you have symptoms of coronavirus you must isolate yourself completely in your home for 7 days. Do not go to your doctor or any other healthcare facility. Call 111 if you need health advice and cannot find it online. If symptoms persist or worsen contact your doctor.

If someone in your household has symptoms of coronavirus you should isolate yourself in your home for 14 days.

If you or someone in your household has coronavirus symptoms please notify your line manager or other member of the management team.

### What this means for the way that we work

- All staff will now work from home until further notice (likely to be until 15 June 2020) unless alternative arrangements are agreed with the management team because of personal circumstances. For policies and guides to home working and remote access please see: <https://www.dropbox.com/home/Resources/Working%20from%20Home%20Pack>
- All face-to-face contact with young people, volunteers, service clients and other stakeholders will stop until further notice (likely to be until 15 June 2020).
- Wherever possible programmes and services will continue using alternative delivery methods such as telephone, video-conference, or online community. We will make every effort to maintain engagement of young people during this time. If a young person disengages, please consider whether there is any increased risk of harm as a result and follow the Safeguarding Policy and Procedures if necessary.
- No member of staff or visitor should attend the Babbasa office unless they have permission of a member of the management team to do so.

- If you have to attend the Babbasa office:
  - Keep a 2 metre distance from any person you meet outside of your home, including any time you spend in the office. You can get infected by being within 2 metres of someone who has Coronavirus. The risk increases the longer you stay in close contact with someone who's been infected.
  - Wash your hands regularly especially after touching surfaces that may have been touched by others, after using the toilet, and before and after preparing or consuming any food, including snacks.
  - Avoid touching your face with unwashed hands - particularly, your eyes, nose, and mouth.
  - Clean and disinfect frequently touched objects and surfaces – there are cleaning materials in the cupboard under the kitchen sink if you need them.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the bin 'Catch it, Kill it, Bin it'. - Please use the tissues and hand wipes provided on each of our desks.
  - Dispose of tissues and handwipes in the kitchen bin or in a disposable plastic bag which is tied up and placed in the kitchen bin.