

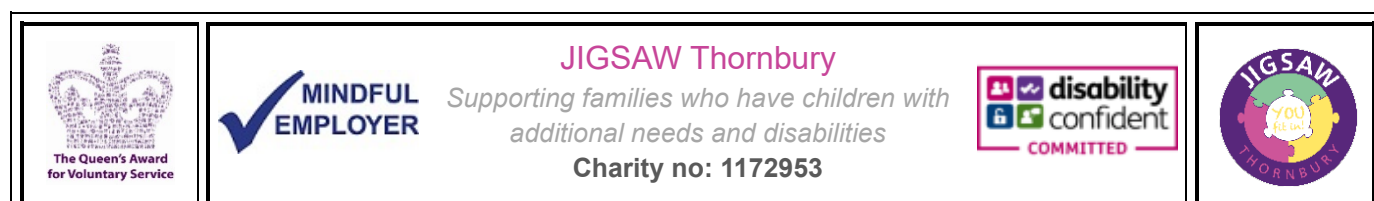
Coronavirus (COVID-19) Policy

Change Control register:

<i>Date adopted</i>	<i>Adopted by</i>	<i>Reason for Issue</i>	<i>Version no</i>	<i>Next review date</i>
22/10/2021	HC	Initial Issue	1.00	30/11/2021
21/03/2022	HC	Revised guidance	2.00	01/04/2022
04/04/2022	HC	Revised guidance	3.00	01/09/2022

Tor Goodman, Chief Executive Officer

Hattie Clayton, Chair of Trustees



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1. Statement

Related Documents:	Procedure(s):	Form(s):
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- 1.1 As we learn to live safely with coronavirus (COVID-19), JIGSAW Thornbury will continue to ensure that we are meeting our duty of care to our staff, volunteers, visitors, external activity providers and service users.

2. Responsibilities

Related Documents:	Procedure(s):	Form(s):
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- 2.1 Due to the high number of vulnerable services users and to protect our vulnerable staff and volunteers we remain committed to ensuring our staff and volunteers are aware of the current government guidelines and the steps we are taking to reduce the risk of catching COVID-19 and passing it on to others. Below is the link to the current government guidance documents.
- 2.2 [Living safely with respiratory infections, including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19)
- 2.3 [People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19)
- 2.4 From the 1st April 2022 the government has withdrawn access to free lateral flow tests for most people. This means we have reviewed the precautions we have in place.
- 2.5 Due to the higher number of vulnerable services users we support as a Charity we ask that all service users, staff, volunteers, visitors and external activity providers follows the precautions set out below:
- 2.6 Continue to take extra precautions in the workplace where possible such as the below;
- 2.7 Do not come into the venue or to any events or activities if you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or you do not feel well enough to go to work or carry out normal activities. This also includes if you have a positive COVID-19 test result. The below list is taken from the link in paragraph 2.3.
- 2.8 Symptoms of COVID-19, flu and common respiratory infections include:
- continuous cough
 - high temperature, fever or chills
 - loss of, or change in, your normal sense of taste or smell
 - shortness of breath
 - unexplained tiredness, lack of energy
 - muscle aches or pains that are not due to exercise
 - not wanting to eat or not feeling hungry

- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick

- 2.9 If you are a staff member with symptoms listed above and you have a high temperature or you do not feel well enough to go to work or carry out normal activities or have had a positive coronavirus COVID-19 test result, please do not come into work, instead contact your line manager to inform them and discuss if you are feeling well enough to work from home. Guidance can be found in the link paragraph 2.3.
- 2.10 If someone in your household has a positive test result coronavirus COVID-19 please do not come into the venue or to any of our events or activities. Please follow the guidance in the link paragraph 2.3.
- 2.11 Let fresh air in if you meet indoors.
- 2.12 Practice good hygiene including washing your hands, cover your coughs and sneezes and cleaning your surroundings frequently. We will continue to provide hand sanitiser by the entrance and around the venue.
- 2.13 Limit close contact with other people.
- 2.14 Wear a face covering if you choose to. We will continue to provide face masks at the venue if you wish to wear one and find you don't have one.
- 2.15 All our events and activities will carry the following statement:
- 2.16 To help protect our vulnerable children and young people, parents/carers, volunteers and staff at JIGSAW Thornbury we will continue cleaning our surroundings frequently, let fresh air in at our venue and follow current guidance. We ask that our members:
- Please do not attend the venue or any events or activities with symptoms of respiratory infections, including COVID-19 or a positive COVID- 19 test result.
 - Please do not attend the venue or any events or activities if someone in your household has a positive test result coronavirus COVID-19.
 - Let fresh air in if you meet indoors.
 - Wear a face covering if you choose to. We will continue to provide face masks at the venue if you wish to wear one and find you don't have one.
 - Continue to practice good hygiene including washing your hands, cover your coughs and sneezes. We will continue to provide hand sanitiser by the entrance and around the venue.

3. MINDFUL EMPLOYER Plus Information

- 3.1 Confidential Staff Helpline: 0300 555 6006

- 3.2 A 24/7 independent and completely confidential Staff Helpline offering support for whatever life throws at you.
- 3.3 Whether it's to do with work, relationships, health & wellbeing, debt, legal problems... from workplace challenges to personal difficulties, support is just a phone call away.
- 3.4 Your call will be answered by a highly experienced advisor who can provide support and guidance on any challenges you may be facing, whether personal or work-related. They are trained to identify the nature of your call and provide immediate and appropriate support over the phone without the need to transfer you to another department.
- 3.5 When you phone you will be asked to say the name of the organisation you work for in order to confirm you are eligible to use this service – but there is no pressure to disclose anything else.
- 3.6 The service is completely confidential and your employer will not know you have called – but it may be beneficial to talk to them about your situation as well.