





Coronavirus (COVID-19) Policy

Change Control register:

Date adopted	Adopted by	Reason for Issue	Version no	Next review date
22/10/2021	Trustees	Initial Issue	1.00	30/11/2021
21/03/2022	Trustees	Revised guidance	2.00	01/04/2022
04/04/2022	Trustees	Revised guidance	3.00	28/02/2023
05/09/2024	Trustees	Revised guidance	4.00	05/09/2025

 <p>The Queen's Award for Voluntary Service</p>	 <p>MINDFUL EMPLOYER</p>	<p>JIGSAW Thornbury Charity number: 1172953</p>	 <p>disability confident COMMITTED</p>	 <p>JIGSAW THORNBURY You fit in</p>
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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 service 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 Due to the higher number of vulnerable service 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:

- 2.5 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.

- 2.6 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

- 2.7 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. Contact your line manager to inform them and discuss if you are feeling well enough to work from home.
- 2.8 If you are a staff member and someone in your household has the symptoms listed above and has a high temperature, please discuss home working and/ or additional precautions in the workplace with your manager.
- 2.9 From the 1st April 2022 the government withdrew access to free lateral flow tests for most people. Test kits can be purchased in most pharmacies or ordered online.
- 2.10 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.
- 2.11 We continue to respect any additional precautions individuals might ask for such as letting fresh air indoors, limiting close contact with people, or wearing a face covering.
- 2.12 All our events and activities will carry the following statement:
- 2.13 To help protect our vulnerable children and young people, parent carers, volunteers and staff at JIGSAW Thornbury, 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 consider additional precautions and consider whether your visit is necessary before attending the venue or any events or activities if someone in your household has symptoms of respiratory infections or a positive test result for COVID-19.
 - 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.
 - Respect any additional precautions individuals might ask for such as letting fresh air indoors, limiting close contact with people, or wearing a face covering.

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.