

POLICY: COVID-19

Reviewed: March 2020

Reviewer: Dr Laurence Couldrick, CEO

To clarify what the Government is doing below is a simple overview followed by more specific guidance. We can think of society as being split into three groups:

- A - Vulnerable people (over 70's, underlying health conditions and pregnant)
- B - People who are looking after group A
- C - Healthy people that are likely to recover without NHS care

At the moment, groups A and B are self-isolating so they don't contract the virus. It is important that these groups stay isolated for what could be 12 weeks as the NHS could not cope with managing all of them at once. Group A and B can work from home but they should not be in contact with anyone else (i.e. getting food deliveries not going to the super market).

The majority of society is Group C who are distancing themselves by not having large face to face meetings inside but vitally, they are keeping business and society moving so for WRT it means working from home/field/river, one to one outside visits, delivering projects and submitting claims as well as running a skeleton office to take calls and deliveries. This group can stand to contract the virus as they should get over it and build up a level of immunity but if they need NHS support, there is capacity. If ill they will be looked after by others in group C.

As group C builds up a level of immunity most will continue to keep businesses moving but a proportion will need to swap with group B so they can build up immunity whilst there is still someone looking after group A. This maximises the NHS support for group A for anyone that does contract the virus.

It is important that you identify which group you are in so we can properly manage your situation.

Further Guidance

- Wash hands for 20 seconds thoroughly and regularly and catch coughs and sneezes in tissues or failing that their elbows.
- Minimise physical contact with others by not shaking hands and staying 2m away and where possible hold site meetings outside rather than in confined spaces.
- When working from home ensure a safe working environment and, if necessary, borrow equipment from the office with your line managers permission.
- When working in the field ensure adequate risk assessment as normal but include Covid-19 preventative measures.
- Schedule any internal meetings for over 5 people through online platforms and conference calls and encourage the same for smaller meetings and always have it as an option for those in self-isolation.
- Postpone any larger events that cannot be run through online platforms until further notice.
- If you or anyone in your family have symptoms (constant cough and/or high temperature) self-isolate for 14 days.
- If you have Covid-19 alert HR and take sick leave to recover and revert to working from home afterwards for a combined 14-day period.
- No out of country travel and minimise out of area travel until further notice