

## **POLICY: COVID-19**

Reviewed: March 2020

Reviewer: Dr Laurence Couldrick, CEO

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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 socially distancing themselves by working from home and only travelling for business where it can't be delivered at home. For WRT this means predominantly working from home or either lone or dual working in the field or river. 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 will they will be looked after by others in group C.

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.
- When working from home ensure a safe working environment and, if necessary, borrow equipment from the office with your line managers permission.
- No out of country travel and minimise out of area travel until further notice.
- Minimise work-related travel to essential project delivery.
- Where essential lone or dual working in the field/river ensure adequate risk assessment including Covid-19 preventative measures and avoid contact with externals where possible.
- Where meeting another person minimise physical contact by not shaking hands, travelling separately and staying 2m away, holding site meetings outside rather than in confined spaces.
- No meetings over 2 people and use online platforms and conference calls preferentially.
- Reduce office presence to bare minimum with an aim to close the office bar collecting mail.
- 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.