

Covid-19 Defence Measures

Information for Staff

Issue: 12

Date: 15th October, 2021



This document will be regularly updated to reflect the latest government advice. Please check our website at www.radiodesign.eu to ensure you have the most recent version

REVISION HISTORY

Revision	Date	ECN	Notes
01			Original.
02			Add loss of taste as COVID-19 symptom.
03			Add Test & Trace information.
04			Storage of personal items. Use of company vehicles. Maximum occupancy of small rooms. Privately purchased items not to be delivered to Radio Design. Number of visitors and duration of visits. Added statement that staff must not shake hands with each other.
05	03/07/20	5790	Document brought under revision control. Latest issue of govt guidelines noted. Visitors books no longer in use. Business travel section added.
06	10/07/20	5805	Latest issue of govt guidelines noted. > 'Staying COVID-19 Secure in 2020' poster updated > Social distancing: Staff are discouraged from shouting, etc. > Identifying Staff with Symptoms: Revised procedure. > Visitors: Face coverings for visitors doing maintenance and repairs.
07	30/07/20	5842	> Latest issue of govt. guidelines noted. > Updated isolation period for people with COVID-19 symptoms from 7 days to 10 days.
08	05/11/20	6078	> Added mandatory face coverings to PPE section.
09	18/12/20	6180	> Removed reference to fast-track testing > Self-isolation guidance updated
10	15/4/21	6391	> Covid Secure Statement updated to remove reference to the year > Self isolation due to close contacts, positive tests updated to reflect wording on Gov't website > The installation of Perspex screens where appropriate. > Visitor instructions clarified ie: will be logged on a central file. > Wording relating to clinically extremely vulnerable staff tidied up and staff asked to refer to gov't website for updates > Reference to Employer portal for booking tests removed.
11	27/08/21	6619	> Remove notes about additional surface cleaning > Remove requirement to work back-to-back if 2m distance is not possible > Remove requirement for 2m desk spacing > De-emphasize 2m spacing from "needs to" to "should" > Update guidelines regarding face to face meetings / use of Teams > Update self-isolation rules for people who are fully vaccinated or under 18
12	15/10/21	6692	Significant re-write standing down the majority of compulsory requirements and making many of them optional.



INTRODUCTION

Revision 12 of this document addresses the significant reduction in requirements issued on 14th July 2021, from H M Government, with regards to managing the risks associated with Covid 19.

Previous issues of this pamphlet shared with colleagues, including agency staff, at Radio Design UK constitutes our risk assessment and what actions were implemented to reduce transmission of the corona virus, to keep us all safe while we continue to operate our business.

The company reserves the right to re-introduce any and all of our previous Covid Defence Should H M Government guidance change or an assessment by the Covid Defence Team deems it necessary.

KEEPING CLEAN

Hand sanitizer will continue to remain available for staff who wish to use it. The company encourages the continued use of hand sanitisation.

Alcohol wipes will continue to remain available for staff to wipe down shared equipment and facilities. The company continues to encourage the practice of wiping down shared equipment and facilities.

Third party continuous wiping down with alcohol wipes of contact surfaces has been discontinued.

SOCIAL DISTANCING

The company continues to encourage reasonable social distancing within the work place.

Signage to this effect will replace the current signage based on the previous requirements.

Maximum occupancy in rooms is no longer mandatory, however overcrowding should be avoided.

Perspex screens have been installed at work benches where appropriate and will remain in place.

Holding meetings via Teams is encouraged where appropriate.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is issued for normal performance of tasks. New gloves are available from stores cupboard and must be worn when handling products.

The wearing of face coverings is optional when moving around our UK facilities.

VISITORS

Visitor books have been removed however a single use sign in sheet has been generated. Please contact Paul Trigg (07771977510) to have the visitor attendance approved in advance. Their visit will be logged on a central file

A notice has been posted at Goods-In to ensure that drivers remain in their vehicles and staff must ensure social distancing is employed when off-loading goods.

Keep the number of visitors to a minimum, preferably one per party. Try to keep the duration of the meeting as short as possible.

BUSINESS TRAVEL

Business travel should continue to be avoided unless there is no viable alternative.

WORKING FROM HOME

Arrangement regarding working from home have been publicised.

COVID-19 SYMPTOMS & SELF-ISOLATION

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature
- anosmia.

Anosmia is the loss of or a change in your normal sense of smell. It can also affect your sense of taste as the two are closely linked.

If you have COVID-19 symptoms or have received a positive COVID-19 test result

The following guidance/instructions can be found in more detail here

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#if-you-live-in-the-same-household-as-someone-with-covid-19>

Stay at home and self-isolate

If you develop symptoms of COVID-19, stay at home and self-isolate immediately for 10 days from the day after symptoms started. If you have a positive test result but do not have symptoms, stay at home and self-isolate for 10 days.

If you live in the same household as someone with COVID-19 or Have Been in Close Contact With a Positive Case

The government has announced that in England as from 16th August, 2021 if you're fully vaccinated or under 18, you will not need to self-isolate following close contact with someone who has COVID-19. You are strongly recommended to take a PCR test and, if the result is positive, you will be required to self-isolate. You will need to wait until two weeks after you get the second jab to benefit from these new freedoms so the vaccine has time to build the maximum possible protection.

If you are identified as a close contact of a positive case, you must inform HR (Karen Hughes). In order to be able to attend work after a close contact you must provide evidence of being fully vaccinated. In addition, you are strongly recommended to get a PCR test and will be required to inform HR of the result.

If you have been in close contact with someone who has COVID-19 and you are not fully vaccinated at least 2 weeks prior to that contact you are required to self-isolate for 10 days from the date of the contact.

If you show any symptoms of COVID-19 you need to self-isolate and get a PCR test, irrespective of your vaccination status, as per the current rules.

If the above does NOT apply to you then you must self-isolate as per the instructions from the government, summarized below:-

Stay at home and self-isolate. Do not go to work, school, or public areas and do not use public transport or taxis.

Your isolation period includes the day the first person in your household's symptoms started (or the day their test was taken if they did not have symptoms) and the next 10 full days. This means that if, for example, your 10 day isolation period starts on the 15th of the month, your isolation period ends at 23:59 hrs on the 25th and you can return to your normal routine.

If you do not have symptoms of COVID-19 yourself, you do not need a test. Only arrange a test if you develop COVID-19 symptoms or if you are asked to do so as part of a testing programme for people without symptoms. If for any reason you have a negative test result during your 10 day isolation period, you must continue to self-isolate. Even if you don't have symptoms, you could still pass the infection on to others. Stay at home for the full 10 days to avoid putting others at risk.

If you develop symptoms while you are isolating, arrange to have a COVID-19 PCR test. If your test result is positive, follow the advice for people with COVID-19 to stay at home and start a further full 10 day isolation period. This begins when your symptoms started, regardless of where you are in your original 10 day isolation period. This means that your total isolation period will be longer than 10 days.

If other household members develop symptoms during this period, you do not need to isolate for longer than 10 days.

If you are identified as a contact and asked to self-isolate by NHS Test and Trace, including by the NHS COVID-19 app you may be entitled to a payment of £500 from your local authority under the Test and Trace Support Payment scheme.

Failure to comply with self-isolation may result in a fine, starting from £1,000. Parents or guardians are legally responsible for ensuring that anyone under 18 self-isolates if they test positive for COVID-19 and are contacted by NHS Test and Trace and told to self-isolate.

If you have a negative COVID-19 PCR test result after being tested because you had symptoms

If your PCR test result is negative but you still have symptoms, you may have another virus such as a cold or flu. You should stay at home until you feel well. Seek medical attention if you are concerned about your symptoms.

You can stop isolating as long as:

- you are well
- no-one else in your household has symptoms or has tested positive for COVID-19
- you have not been advised to self-isolate by NHS Test and Trace
- Anyone in your household who is isolating because of your symptoms can also stop isolating.