



Coronavirus (Covid 19) Procedure Policy



Coronavirus (COVID-19) Planning & Protocol

In response to concerns regarding the COVID-19 (Coronavirus), PRT are working to establish protocols and ensure preparedness. The objective is to limit impacts should the virus effect our business and clients.

As the situation continues to evolve, we will continue to monitor the spread of the coronavirus while coordinating a response that will be implemented by National Health England and other Government bodies. Our goal is to mitigate the impact it may have on our workforce, clients and the community's overall health. It is important that we all collaborate in preventing the spread of this virus, which includes participation from everybody. Informational updates will be provided to staff to increase awareness and preparedness. The health of our staff, clients and communities are the priority.

Below is information regarding the virus and how we can help prevent it from affecting our communities.

COVID-19 is a respiratory disease caused by a new strain of coronavirus that was first detected in China and has spread to almost 70 locations internationally, including in the United Kingdom.

Latest Government updates and advice:

The Government is publishing daily updates on cases in the UK and travel advice. This can be accessed here:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#advice-for-travellers>

Travelling

Before travelling abroad all employees, workers and contractors should check the current guidance. If you are travelling to a high-risk area, then you must notify the Company of this.

The Company recommends that you do not travel to high-risk areas unless essential.

Returning from high-risk areas

If you travel to a high-risk area, then on your return you must follow government guidance on self-isolation.

Where possible the Company will implement a home working arrangement for employees who must self-isolate, however where this is possible then absence from work will be deemed to be on the grounds of health and pay will be paid accordingly.

The Company may request that an employee self-isolate as a precautionary measure even though this is not in accordance with government advice. In such cases a working from home arrangement will be implemented where possible; if it is not possible then the

employee may be suspended on pay for health and safety reasons. Such action is not a disciplinary sanction and is purely in the interests of public health.

What to do if you suspect you have contracted Coronavirus or been in contact with someone who has Coronavirus?

Firstly, you should follow the guidance below which is taken from [NHS UK](https://www.nhs.uk). You should also notify your manager promptly and await further instruction on whether you should attend work.

THE KEY TO PREVENTION IS:

- Wash your hands often with soap and warm water for at least 20 seconds,
- Cover your cough/sneeze with a tissue or disposable paper product instead of the inside area of your elbow, or your hands,
- Avoid touching your eyes, nose and mouth,
- Avoid close contact with people (high fives, handshakes, etc..),
- Stay at home when you are sick, and
- Clean and disinfect frequently touched objects and surfaces. (refer to the CDC website for recommended cleaning products to use)

Symptoms associated with COVID-19 appear 2 to 14 days after exposure. The new strain of Coronavirus resembles the seasonal influenza, with a fever, dry cough with an added shortness of breath or difficulty breathing. If you are exhibiting signs of the virus, it is recommended to call your doctor for an over-the-phone consultation. Do not go to a medical care facility.

It is important to note that facemasks should only be utilized by people who show symptoms of COVID-19, healthcare professionals or in-home caretakers. It is not currently necessary for staff to wear masks or respirators.

PRT employees have the right to refuse to enter a client's property if they feel it is a credible threat to their health.

PRT employees are given gloves, anti-bacterial wipes / sprays and are advised to clean/wash their hands and any surrounding surfaces that they deem necessary to carry out their work. Any debris created in carrying out this procedure will be bagged and removed from the client's property and or disposed in appropriate waste bin.

More information will be shared with the staff as we develop a thorough response to this issue. There are no known cases in our immediate area, but we stress the importance of being proactive and taking all preventative measures.

Revised on 1/09/2020