

# Glow COVID-19 Policy

Glow is committed to doing all it can to help stop the spread of the virus. The following policy outlines requirements and guidelines for Glow staff and visitors.

## Required for all staff and visitors

1. To maintain a 2-metre distance wherever possible. Floor stickers are provided.
2. To use hand sanitiser, located on the wall as soon as you come into the office downstairs.
3. To wash hands more frequently thoroughly throughout the day for 20 seconds at a time. Hand sanitisers will be placed in high traffic areas.
4. Please ensure hands are sanitised and/or washed before/ after using the printer, fridge, water cooler, kettle etc.
5. You must use a hand sanitiser before accessing the toilet.
6. Only one person to use the kitchen at a time washing hands before/after.
7. To only make tea, coffee and drinks for yourself.
8. Limit time spent on the landing area and observe 2-metre tape at all times.
9. Desks have been re-configured so that staff are not sitting/working close to or directly opposite each other.
10. When talking to colleagues, always stand 2 metres apart.
11. Practice staggered arrival and departure times.

## Travel, large gatherings and home working

All employees must work from home for two weeks if they have:

- Flown (business or leisure).
- Attended a large gathering.
- Been approached by Track and Trace to self-isolate or been in close contact with someone with either Covid-19 symptoms or when that person has been tested as positive.
- Have been instructed to work from home by a Glow Director.
- Been issued new government guidelines.
- Have any Covid-19 symptoms.

## Visitors and receiving parcels

- Personal parcels to be sent to home addresses, not work.
- External visitors to be informed in advance of hygiene rules & safe practices.
- All visitors to wait outside the office and call Glow's number, 01329 836390 prior to entering.
- Glow will be restricting visitors into the building.



## Keeping the workplace clean

- A full deep clean will be carried out regularly.
- Opening doors and windows frequently is encouraged to increase ventilation where possible.
- Workstations are cleaned by each employee using their antibacterial wipes daily.
- Rota system will be in place for daily cleaning of key touch points (door handles, fridge door etc).
- Door handle protectors will be fixed on relevant doors.

## Meetings

- No client or supplier/associate meetings to be held at Glow.
- Face to face meetings away from the Glow office, indoors, to be avoided.
- Use remote working tools to avoid in-person meetings.
- If needed, if it is felt necessary to push a project forward or where a face to face discussion is essential, employees to follow these guidelines:
  - Hold the meetings outdoors if possible.
  - Limit the people, so that there is at least a one metre distance between each person.
  - Open the windows.
  - Use hand sanitiser.
  - Use back-to-back or side-to-side seating (rather than face-to-face) whenever possible.
  - Only include absolute necessary participants in the meeting and maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable).
  - Remove seats to leave only those 2m apart.

## Symptoms

If you feel unwell or develop the following symptoms you must stay at home and request a test:

- High temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- New, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- Loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least one of these symptoms. Source: NHS.UK

## NHS Track and Trace

It is also recommended that you download the government's Tracing App and pay attention to it on a regular basis. If the App recommends that you self-isolate advise your manager and self-isolate for the required period. You will be asked to work from home during that period.



More info on the COVID-19 app: <https://www.nhs.uk/covid-19-response/nhs-covid-19-app/>

If you have been approached by the NHS Track and Trace team to self-isolate you must do so, and work from home for two weeks.

Approved by:

Lisa Lavis  
Managing Director  
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To be reviewed if there have been any significant incidents or change.

