

# Glow COVID-19 Policy\_04

02/01/2022

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.

Further to Government guidelines, Glow has reviewed its responsibilities and duty as an employer to a) keep staff [and their families / friends] safe, with good wellbeing, b) acknowledge its effect on the community and c) build a sustainable future.

The advice to office workers is still to work from home if possible. However, the Glow office will be set up for workers who need to come in for productivity, communication and if they feel comfortable to do so.

The Glow office, at its largest is six people, as of 02/01/2022. The office is spacious, and all visitors are requested to have a negative lateral flow test before entering.

Noting Glow's responsibility to ensure the safety and wellbeing of staff, whilst continuing to trade and build a sustainable future, it will keep the office open BUT with new Covid procedures, outlined below. Staff do not have to and will not be asked to come to the office. It is for each employee to review their own circumstances.

Why update Glow Covid restrictions?

- It is important we all do what we can to keep ourselves safe for our own wellbeing, our families / friends and for Glow's productivity
- Even with the booster/s the virus can be transmitted and contracted.
- The virus still loves people. It can be transmitted through droplets by just speaking. You don't have to cough, shout or laugh to pass droplets.
- The virus doesn't always let you know you've been infected (1 in 3 don't know they are carriers)
- Covid strains have changed at pace and we need to remain vigilant.



## **Covid and Vaccine Information**

For details on Covid and the vaccines, see links below:

<https://www.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/>

## **New Covid office procedures (as at 02.01.22).**

1. All conversations to maintain a 1-metre distance where possible.
2. Face masks to be worn when walking through the communal shared office space.
3. Windows to be opened every day for short periods, if possible, to ventilate. Even if just ajar.
4. Remember to always sanitise / wash hands upon entering and leaving the office.
5. Always sanitise hands before entering the toilet and kitchen
6. All staff to take 2 x lateral flow tests per week, and more regularly if staff are in contact with many people, on a Monday and Wednesday, or the day before you are in the office. If the test is positive, the staff member must then take a [PCR test](#) and stay at home until the results are back. If the PCR test is positive the member of staff is to stay at home and [isolate as per government guidelines](#)
7. Glow employees are advised to take all available vaccines unless they are medically exempt.

## **Travel & large gatherings**

To follow Government guidelines and procedures.

## **Keeping the workplace clean**

- A full 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.
- Door handle protectors will be fixed on relevant doors.



## Meetings

- All visitors to the Glow office must show a negative lateral flow test the day of or the day before the meeting.
- If a Glow employee is meeting someone externally these people are also asked to show a negative lateral flow test on the day or the day before the meeting.
- Staff to use remote working tools to avoid in-person meetings, where possible.

## 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

Approved by:

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To be reviewed if there have been any significant incidents or change.

