*Jovin S T Ltd*



Covid-19 Policy and Procedure

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| Person responsible for this document: | Vincent Akpokomua |
| Title: | Mr |

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**1 Purpose**

This policy and process has been developed to provide an immediate, co-ordinated and flexible response to COVID-19. Jovin S T Ltd has a duty of care to ensure that all employees are provided with practical COVID-19 information.

The purpose of this Policy and Procedure to provide and promote a safe working environment by:

• Ensuring all individuals understand measures to be implemented and how to help control spread of COVID-19

• Reducing health and safety risks relating to COVID-19

• Providing clear guidelines on processes to follow and consequences that may occur where breaches of policy arise

• Providing clear guidelines on how to support persons impacted by COVID-19;

• Ensuring that an individual whose condition could place her/him “at risk’ of causing a danger to self or others does not return to work until the individual is fit;

• Identifying compromised individuals and aiding them in obtaining care

**2 Introduction**

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread to many countries around the world, including Australia. COVID-19 is now at a pandemic level and will affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

COVID-19 is most likely to spread from person-to-person through:

• close contact with a person while they are infectious or in the 24 hours before their symptoms appeared

• close contact with a person with a confirmed infection who coughs or sneezes

• touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

The symptoms of COVID-19 are similar to other colds and flus and include:

• fever

• sore throat

• cough

• tiredness

• difficulty breathing.

**3 Personal Hygiene Practices**

The following minimum personal hygiene practices will be followed by all employees of Jovin S T Ltd

• Cover coughs and sneezes with your elbow, upper arm or tissue;

• Dispose of tissue immediately and appropriately in a trash receptacle;

• Wash hands often with soap and water, including entering and leaving buildings, before and after eating and after using toilet facilities.

• If soap and water are not immediately available use alcohol-based hand sanitisers, wherever available;

• Avoid using other employees’ mobile phones, desks, offices or other work tools and equipment, when possible

• Clean and disinfect table surfaces regularly

• Limit sharing of food in class.

**4 Social Distancing**

Social distancing includes ways to stop or slow the spread of infectious diseases. It means less contact between you and other people. The more space between you and others, the harder it is for the virus to spread. (Signs on floors as guide)

Social distancing is important because COVID-19 is most likely to spread from person-to-person through:

• direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared

• close contact with a person with a confirmed infection who coughs or sneezes, or

• touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

The following minimum social distancing practices will be followed by all employees of Jovin S T Ltd

• Stay home if feeling unwell, avoid contact with others and immediately contact us on 07758112258;

• Keep a minimum of 1.5 metres between you and other people whenever possible;

• Minimise physical contact such as shaking hands and hugging as ways of greeting;

• Take lunch at your desk or outside rather than in the lunch room;

• If you become sick while in class, notify the tutor immediately, move to an area away from other learners safely leave and seek appropriate medical advice;

• Self-monitor for signs and symptom of COVID-19 if you suspect possible exposure;

• If you are experiencing signs of COVID-19 self-isolate and telephone doctor, health clinic or hospital for further instructions;

**5 Reporting Obligations**

All learners have an obligation to ensure that any breach of standards and procedures as outlined in this policy are reported immediately to the office and an incident report completed within 24 hours and submitted to Jovin S T Ltd.

**6 Additional Information**

For the latest advice, information and resources, go to <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

If you have concerns about your health, speak to your doctor.

**7 Updating**

This policy and procedure are ongoing and the review of this would be done in line with the government guidelines.