

Lewisham Islamic Centre

Infection prevention (COVID-19) & PPE

Version: 1.0

Policy owner: Lewisham Islamic Centre

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Revision history

Version	Date	Description of Revision	Version	Date	Description of Revision

The latest version of this policy will always be on the intranet.

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1.0 Policy Purpose

- 1.1 This policy is to ensure we, at the Lewisham Islamic Centre, respond to the current crisis of Covid19 in a responsible and transparent manner.
- 1.2 It is important that employers and employees at the Centre follow all rules diligently so that we can sustain a healthy work environment for all who attend the Centre on a daily basis.
- 1.3 This policy is subject to change with the addition of new government guidelines that will inevitably be introduced.
- 1.4 Furthermore, this policy applies to all employers and employees who are physically present at the Lewisham Islamic Centre.
- 1.5 Online training will be provided to employees, to get better understanding of infection prevention & PPE.

2.0 Preventive Steps & Hygiene

2.1 We require all staff to follow these simple steps to help stop the spread of germs like Coronavirus.

2.2 Dos:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin straight away.
- Thoroughly wash your hands with soap and water for at least 20 seconds – only use hand sanitiser gel if soap and water are not available.
- Always wash your hands when you get home or into work.
- Clean and disinfect frequently touched objects and work surfaces.
- It is must to wear face mask when working onsite when interacting with the community or other staff members.
- Try to avoid close contact with people. Ensure you keep 2 meters distance and in cases when you cannot do so, 1 meter distance with PPE. (For information about social distancing go to section 2.4)
- Keep work areas well ventilated by opening doors & windows.

2.3 Don'ts:

- Touch your eyes, nose or mouth if your hands.

- No Physical Greetings. Do not shake hands or greet others in any manner that requires physical contact (such as fist or elbow bumps). In the "new normal" this is considered polite, not rude.
- Shared Supplies and Equipment. Do not share supplies and equipment. Limit the use of shared photo, video, and other equipment, such as cameras, lights, and scanners, to the extent consistent with necessity. If you need to use this equipment:
 - maintain a six-foot distance from others when waiting to use the equipment;
 - use hand sanitizer before and after each use;
 - disinfect equipment with wipes before and after each use on all touch surfaces

2.4 Social Distancing Measures –

Lewisham Islamic Centre requires that you comply with the following protocols and procedures while on-set or on-location:

- Working in different offices: Lewisham Islamic Centre may provide different offices for employees to minimize the number of employees in each office at any given time.
- Schedule Changes: Lewisham Islamic Centre may change your schedule to minimize the number of employees in the offices at any given time, if office is used by more than one person. These changes may involve any combination of:
 - alternate day work schedules;
 - staggered lunch and break times; and
 - staggered arrival and departure times.
- Large Gatherings Prohibited. Large in-person gatherings and in-person meetings of more than 6 people are prohibited in the workplace [until further notice]. However, nothing in this policy prohibits employees from communicating with one another about workplace issues or gathering virtually using audio, visual, or other technology i.e. Zoom.
- 2 meter Distance. Maintain a 2 meter distance from others when crossing paths or walking near others' desks or workstations. When you cannot do so, 1 meter distance with PPE.
- Visitor Limitations. All personal visitors are prohibited until further notice, except in cases of emergency. All other visitors are prohibited unless they are essential to the performance of the job.
- Be Flexible. Adhere to new guidelines as they emerge, as this issue is new and evolving.

3.0 Taking precaution outside the workplace

3.1. Travelling to work –

- It is recommended for the employee drive or walk if Lewisham Islamic Centre is a walking distance rather than taking the public transport.
- Employees should avoid travelling by with someone outside their household if social distancing cannot be observed.
- If public transport is the only way to travel to work, employees should ensure they observe the government guidelines with regards to PPE on public transport.

3.2. Government guidelines –

- It is recommended for the employee to adhere to the government guidelines depending on the severity of the infection rate i.e. total of 6 people can congregate or visit per household. For more information refer to gov.co.uk (<https://www.gov.uk/guidance/local-covid-alert-level-high#meeting-family-and-friends>).

3.3. Working from Home –

- If the employee is working from home or doing extra work from home, it is recommended to not meet with other work colleagues in their home or vice versa.
- Employee should use online platforms to meet (See section 2.4, Large gatherings)

4.0 Sickness/Symptoms

4.1 If anyone becomes unwell with a new, continuous cough, a high temperature or a loss of taste or smell while at work, they should be advised to follow the government's stay at home guidance for households with possible Covid19 infection (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>)

4.2 If an employee needs clinical advice, they should go to NHS 111 online or call 111. In an emergency, they should call 999. They should not visit the GP, pharmacy or hospital.

4.3 If a member of staff has the above symptoms, they should leave the Centre and go straight home. Upon returning home they should get a Covid19 test. This needs to be done as soon as physically possible but with the understanding that due to high demand, the test may take a number of days to be completed. Tests can be ordered via <https://www.nhs.uk/conditions/coronavirus-covid-19/> or call 119 if they have no internet access.

- 4.4 If the member of staff receives confirmation that they have tested positive for Covid19, they must let their employer know immediately. They also must follow government guidelines on the test and trace service.
- 4.5 If any staff members develop symptoms due to being in close contact with the infected staff member, they should follow the same route and guidelines as stated above to ensure the safety of all who attend the Centre.
- 4.6 If you feel well enough to work, please let us know. If your role lends itself to homeworking, we'll discuss how we can facilitate.
- 4.7 If you don't feel well enough to work, or you can't work from home, please ensure you provide a self isolation note which can be done online: <https://111.nhs.uk/isolation-note/>. Please refer to sick policy for more information.

5.0 Statutory Sick Pay (SSP)

- 5.1 Due to COVID 19 Lewisham Islamic Centre has decided to temporarily amend the sick policy until further notice. (Sick Policy - Section 4.5, 5.2 & 8 amendments)
- 5.2 If you are diagnosed with Coronavirus or have Coronavirus Symptoms and you are too unwell to work from home, we will pay you statutory sick pay from the first day of absence – provided you meet the qualifying conditions and you provide a Self Isolation note.
- 5.3 We will pay you statutory sick pay if you have to self isolate because someone in your household has symptoms of Coronavirus, if you are not able to continue to work from home. You will need to meet the qualifying conditions and inform us immediately.
- 5.4 You need to obtain a fit note if your illness lasts for longer than 14 days. Statutory sick pay may be payable up to 28 weeks.
- 5.5 You will need to comply with the pre-existing conditions around notification set out in our Sick Policy. Please refer to the sick policy for more information.

6.0 Overseas Travel

- 6.1 If employees are considering travelling abroad, they should be aware of the travel corridors that have been introduced by the government. Some countries that are not part of the travel corridor list, will mean the requirement of returning staff needing to self-isolate for 14 days. All travel plans need to be discussed with the employer and pre-approved.
- 6.2 If staff find themselves overseas and travel corridors are suddenly closed, they will not be permitted access to the Centre for 14 days and will need to take annual leave or unpaid leave if they are unable to return to work. (<https://www.nhs.uk/conditions/coronavirus-covid-19/>)

- 6.3 While at home, the infected staff member must isolate for at least 10 days and anyone in the household should isolate for 14 days from when the employee started having symptoms.
- 6.4 The infected individual must stay at home until they fully recover, in which case can return to work with a doctor's note/confirmation of full recovery.

7.0 Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. Therefore, Lewisham Islamic Centre reserves the right to modify this policy.

8.0 Negligence

All staff should comply with this policy and any signs of negligence which may jeopardize the health & safety of the staff/students/attendees, will be taken seriously, and may result in disciplinary action up to and including dismissal.

9.0 Acknowledgment of Receipt and Review

I, _____ (employee name), acknowledge that on _____ (date), I received and read a copy of Lewisham Islamic Centre Infection Prevention & PPE policy and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this policy is intended to help Lewisham Islamic Centre employees to work together effectively on assigned job responsibilities. This policy does not set terms or conditions of employment or creates an employment contract.

Signature

Printed Name

Date