

Prism Electronics Ltd. Coronavirus COVID-19 - Policy

Background and Scope

Prism Electronics wants to support all staff to keep well and take proactive steps to avoid the spread of the novel coronavirus COVID-19. Taking simple actions outlined in this updated policy could help stop the spread of the virus. We continue to follow the authorities' guidance and updates on Coronavirus and this policy may be further revised as the status of the virus and advice changes.

This policy applies to all employees and temporary workers that attend our workplace.

Preventing Infection

The best way to prevent infection is to avoid exposure to the Coronavirus. Public Health England recommends the following general precautions:

- Cover your mouth and nose with a tissue or your sleeve when you cough.
- **Catch it, bin it, kill it.**
- Place used tissues into a bin straight away
- Wash your hands with soap and hot water often and for at least 20 seconds
- Try to avoid close contact with people who are unwell
- Clean and disinfect general contact objects and surfaces.
- Do not touch your eyes, nose and mouth if your hands are not clean

Public Health England have advised employees not to wear facemasks (also known as surgical masks or respirators) to protect against the virus.

Self-Isolation (Stay at Home) Process

If you experience the symptoms of a high temperature (fever) or a new continuous cough:

- If you live alone you should self-isolate (stay at home) for 7 days from when your symptoms started
- if you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for **14 days** (household isolation). The 14-day period starts from the day when the first person in the house became ill. See the [explanatory diagram](#) attached
- Do not go to a GP surgery, pharmacy or hospital
- You do not need to contact 111 to tell them you're staying at home
- Testing for Coronavirus is not needed if you're staying at home
- Please follow the NHS online guidance for staying at home
<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>
- If you feel you cannot cope with your symptoms at home, your condition gets worse or your symptoms do not get better after 7 days then use the NHS online service
<https://111.nhs.uk/covid-19>
- Only telephone 111 if you cannot get help online

You should follow the usual procedure for reporting absence. If you have been at work in the last few days before self-isolating, please tell your manager who you have been in close contact with at work.

Our preference is that, if you are well enough and your role allows, you work from home whilst in self-isolation. To facilitate this we will be gathering information on the IT facilities staff have at home including access to land line, mobile phones and internet

If you cannot work from home e.g. for production roles, then follow the usual absence reporting process, call your manager and record the absence as sickness for 7 days (COVID-19 self-isolation).

If you need to self-isolate you may self-certify for the 7 day period. If you are still unwell after 7 days you should request a virtual sick note via NHS 111. If absent sick for other reasons then a standard sick note will still be required after 7 days.

If you follow the absence reporting process and where necessary provide the virtual sick note from NHS 111 your self-isolating time will be paid as your normal contractual hours.

If you are not currently eligible for sick pay e.g. you have joined the company recently, then if you need to self-isolate you will be paid for your first self-isolating period.

Misuse of this policy or failure to follow the reporting process may result in disciplinary action and the time off being unpaid.

Becoming unwell at work

If you become unwell in the workplace with symptoms of a high temperature (fever) or new continuous cough, you should:

- Stay at least 2 metres away from people
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin. If you do not have tissues cough or sneeze into the crook of your elbow, not your hands
- Inform a manager that you need to self-isolate due to the onset of symptoms.
- Go straight home and self-isolate at home for 7 days from the onset of symptoms.
- Follow the Self-Isolation (Stay at Home) process described above.

Household Isolation

If you live with someone who shows symptoms of Coronavirus you must stay at home for 14 days even if you are well yourself. The 14-day period starts from the day when the first person in the house became ill. See the [explanatory diagram](#) attached.

Colleagues with COVID-19

If a colleague contracts COVID-19, we will seek to discuss the case directly with the local Public Health England (PHE) team to provide us with appropriate advice.

We believe that colleagues who test positive are victims of the virus, not the cause, and we will not tolerate any discrimination or bullying against those colleagues.

Social Distancing

To reduce the risk of infection through staff and visitor interaction all staff are advised to observe “social distancing”, whenever possible maintaining 2 metres separation between people. To assist in this the following arrangements will apply:

- Staff with primary job duties that can be effectively performed remotely will work remotely for a significant proportion of their time.
- Face to face meetings will be reduced in favour of online meetings where appropriate.

UPDATED 19 March 2020

- Necessary meetings in Meeting Room 1 will be limited to a maximum of 3 people.
- Necessary meetings of more than 3 people will be held in the Canteen, avoiding normal break times.
- Visitors to Prism and visits to customers will be restricted and must be by prior appointment.

Further information

If you have questions about this policy or require further details please contact Claire George or Dave Dawson.

Last Update: 19 March 2020

Stay at Home guidance for households: current guidelines illustrated

Criteria and guidance applied as known on 17/03/2020:

- * Incubation period = maximum 14 days
- * Symptomatic individuals stay in self isolation for 7 days from becoming ill (having symptoms). Day 1 is first day of symptoms
- * Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person
- * Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation

Days Persons	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21				
Example1	A	X	+7 days from becoming ill						✓																
	B			X	+7 days from becoming ill						✓														
	C	14 days from A becoming ill													✓										
	D	14 days from A becoming ill													✓										
Example2	A	X	+7 days from becoming ill						✓																
	B			X	+7 days from becoming ill						✓														
	C													X	+7 days from becoming ill						✓				
	D	14 days from A becoming ill													✓										

Key: X =ill/having symptoms
✓ =allowed to go out again