

Version	Review date	Reviewed by	Role
1.0	12th January 2025	Shaun Radcliffe	Director
	To be Reviewed date	Signature	Notes
	12th January 2026	<i>S A RADCLIFFE</i>	Version 1.0

COVID-19 AND RESPIRATORY INFECTIONS

WORKPLACE POLICY

This policy has been created by LJR FIRE & SECURITY GROUP LTD ('We, 'Our' 'Us etc.).

We have created this policy in order to set out the ways in which the risk of COVID-19 and other respiratory infections may be minimised within our workplace.

This policy applies to our full workforce including all employees, workers and contractors ('You', 'Your' etc.). This policy does not form part of any contract of employment contract for employment, services or work.

This policy is supplemental to and should be read in conjunction with our health and safety policy. Our health and safety policy document may be located: **DOCUMENTS**.

The contents of this procedure have been discussed with and have been implemented following discussions with staff members collectively.

This policy will be reviewed and updated from time to time, as appropriate.

Risk Assessment

We undertook a COVID-19 risk assessment on: 31st October 2023.

The key findings and risks of that assessment may be summarised as follows:

- No Sanitising facilities in residents premises.
- No hand wash facilities.

The findings of this assessment are available: CONSULTATION.

This policy has been created in conjunction with those findings.

Minimising the spread of COVID-19/Respiratory Infections

In accordance with the government guidelines, the following general factors can assist in guarding against the transmission of COVID-19 and other respiratory infections:

- getting appropriate vaccinations
- well ventilated working and meeting spaces
- the use of face coverings in crowded areas, or where there is a heightened risk of infections spreading
- hand-washing and the use of hand sanitiser at regular intervals throughout the day
- covering your mouth when coughing or sneezing and immediately washing or sanitising your hands afterwards
- regularly cleaning and disinfecting shared surfaces and equipment.

We may from time-to-time, and as appropriate, offer training to support staff in completing their duties in accordance with the above factors.

Symptoms and Absences

It is important to spot the signs of COVID-19 and other respiratory infections. Common symptoms include:

- a continuous cough
- a high temperature
- loss of or change in your sense of taste or smell
- shortness of breath
- unexplained tiredness
- muscle aches
- loss of appetite
- headaches
- sore throat
- runny nose
- nausea and/or diarrhoea

COVID-19 testing

We have a workplace COVID-19 testing scheme in place. The testing shall take place: SUITE 2, CHURCH ROAD BUSINESS CENTRE, BRIGHTLINGSEA, ESSEX. CO7 0GG.

The routine for testing will be: FORTNIGHTLY.

The results shall be collected in the following manner:

A record of this will be kept on our risk assessments.

The testing data will be used and stored in the following manner:

Results will be stored on a register for 2 weeks and will be deleted after.

The testing data may be shared with: OUR CLIENTS.

Participation in the testing scheme is a mandatory requirement. We have deemed this necessary and appropriate as a result of the following:

We work in a high-risk environment

If you have concerns or are worried about the test scheme then you should not hesitate to speak to the contact at the foot of this policy. We will listen to your concerns and will listen to any suggested solutions you may have in the alternative.

Where, during the workplace testing scheme, you receive a positive COVID-19 test result, you should follow the process defined below.

Symptoms and reporting - where you are fit to work

In the event that you are experiencing symptoms of a respiratory infection (including COVID-19) or have a positive COVID-19 antigen test, but feel well enough to work, you should follow the following procedure:

Staff members should remain off work for 5 full days. They report to a manager via phone. Eligible employees may work from home where they are well enough.

In these circumstances, the pay entitlement is as follows:

Staff members will be entitled to sick pay in accordance with their contractual and statutory rights. Staff members will be paid as usual where they are well enough to work from home.

Symptoms and reporting - where you are unfit to work

In the event that you are experiencing symptoms of a respiratory infection (including

COVID-19) or have a positive COVID-19 antigen test, and do not feel well enough to work, you should report an absence in the usual manner in accordance with the absence procedure. You will be paid any sickness pay in accordance with any contractual and/or statutory entitlement. Further details about reporting and sickness pay may be found at: STAFF HANDBOOK.

Long-term symptoms

Where you are absent from work for a prolonged period of time as a result of COVID-19 or another respiratory infection, we will make arrangements for you to keep in touch with us, as appropriate. Upon your anticipated return to work after any such period of absence, we will arrange a way to speak with you (whether by telephone or other means) to discuss the ways in which we may be able to support you in returning to work. In particular, we will discuss and give consideration to:

- any long-term symptoms you may be experiencing and are likely to continue to experience
- how we may be able to support you manage those symptoms at work
- whether any occupational health assessment is required
- whether you may require a phased return to work
- whether you require any reasonable adjustments upon your return to the workplace
- the possible ways in which you may wish to discuss your illness with others in the workplace.

COVID-19 vaccinations

Importance of vaccination

Health and safety law requires us to take reasonable steps to reduce workplace risks. Although vaccination against COVID-19 is not mandatory, the government advises that the best way to protect people from COVID-19 is through vaccination. In relation to our business operations, it is useful to note the following:

Our service users fall within the high-risk category. As we are providing services to residents at a high risk, the vaccination of our workplace assists in minimising the risk.

We do not require you to have the vaccine as a condition of employment services or work, we do ask that you consider the above factors when you are making a decision

about vaccination. We will not ask you to provide any information in respect of your COVID-19 vaccination status.

Time off for vaccination

You are encouraged wherever possible to schedule vaccination appointments outside of working hours, or at the start or end of a working day. However, where this is not possible, staff members may take time off to attend such an appointment.

You are entitled to take unpaid time off to attend any vaccination appointment which cannot reasonably take place outside of normal working hours. We ask that you inform us of any such appointment as soon as reasonably practicable and request time off in the usual way.

Where you feel unwell due to the side effects of a vaccination, you should report this in the usual manner in accordance with the absence procedure. You will be paid any sickness pay in accordance with any contractual and/or statutory entitlement. Further details about reporting and sickness pay may be found at: STAFF HANDBOOK

Personal Data

Information about an individual's health is classed as 'Special Category Data' under the Data Protection Act and the retained EU General Data Protection Regulation 2016/679 (UK GDPR). Specific rules apply to this type of personal data.

Information about your COVID-19 vaccination status and COVID-19 test results are collected and processed:

- (a). because it is necessary for our legitimate interests (*Article 6(1)(f) of UKGDPR*); AND
- (b). because it is necessary for reasons of public interest in the area of public health (*Article 9 (2) (i) of UKGDPR*). AND/OR
- (c). where we have explicitly obtained your consent (*Article 9 (2) (a) of UKGDPR*)

Full details of our data protection processes and procedures can be located within our data protection policy, which can be located at:

Privacy policy can be obtained from office.

Further details regarding our legitimate interests, data storage and the rights of data subjects can be located in the above-named documentation.

General

Where there is a serious failure to observe any of the procedures and policies in this policy, this may constitute a disciplinary matter. Our full disciplinary procedures may be located at: **STAFF HANDBOOK**.

Where you wish to raise an issue relevant to the above content, you may raise a grievance in accordance with the usual process. Our full grievance procedure can be located at: **STAFF HANDBOOK**.

Should you have any concerns or questions relating to their duties or as a result of this policy, please contact:

Shaun Radcliffe - Director

07939299316

info@ljrgroup.co.uk