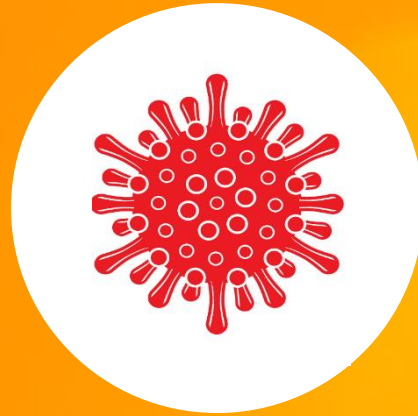


POLICY



Corona Virus (Covid 19) Policy

VERSION CONTROL

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| Version | V1.0 |
| Author | Matt Barker |
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| Signed Off | |

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What is this policy about?

This policy outlines the essential information employees should follow during a coronavirus outbreak and temporary alterations of existing sick leave and work from home policies.

The policy includes the measures Orangebox is actively taking to mitigate the spread of coronavirus. Staff, associates, learners and visitors are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this continuing environment of vigilance. It is important that we all respond responsibly and transparently to these health precautions in order that we can protect ourselves and those we are close to at work and at home.

This coronavirus (COVID-19) policy assumes that the current Government guidelines act as the core directives for behaviour and action. Any changes to instructions override the information contained in this policy until such time that it can be reviewed and updated. If the Government guidelines do change, the Orangebox CEO will update staff and other stakeholders as soon as possible by email.

Scope & potential impact

This coronavirus policy applies to all of our employees who physically work in Orangebox office(s) and any other training facilities, as well as associates, learners and visitors. Any remote working personnel or partners should also read this policy to ensure we collectively and uniformly respond to this challenge.

As a training provider, the previous restrictions created by the Covid 19 pandemic had a number of effects on Orangebox:

- Staff were required to work from home
- Some team members were placed on furlough

- Staff and learners were required to test regularly and spend periods in isolation
- Training sessions moved from face-to-face to virtual where practical
- Other courses were cancelled
- New courses were requested to support individuals into new roles and to help businesses adapt to the changes
- Recruitment and growth plans were put on hold

In 2022, as the policy is updated, our working conditions have largely returned to normal. However, we remain fully prepared for a return to partial or full restrictions should regional or national arrangements dictate.

Working arrangements

Here, we outline the required actions Orangebox employees should take to protect themselves, their co-workers, learners and visitors from a potential coronavirus infection. These arrangements are to support health, safety and welfare and may exceed the current advice from the Government.

Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office or designated place of work *only after* you've fully recovered and carried out tests proving a negative result on two consecutive days (where available).

Work from home requests:

- If you are feeling ill, but you are able to work, you can request to work from home.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request to work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.

Meetings and off-site delivery:

- Regular and non-critical meetings can still be done virtually where possible, to support not only Covid-19 measures but also in line with Orangebox's environmental commitments
- All face-to-face training should be delivered in line with risk assessments and Government guidelines and take into account any specific requirements of funders and awarding organisations

General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). You can also use the sanitizers you'll find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).

Testing arrangements for learners

Where testing kits are available and there is a need to have learners carry them out to maintain activity within a period of significant restrictions, the following approach will apply:

- Lateral flow tests will be required **twice weekly**. You will be issued a testing kit in advance of any session with Orangebox – this can either be collected or delivered to you.
- You are asked to test yourself on the morning of your first session. The test will have to be done at least 30 mins before you are due to travel to your course – it is your responsibility to follow the test kit instructions and procedures.
- If your result shows **NEGATIVE** please attend the course as normal by the start time stated to commence your training – please note that a face mask will be required at all times during your course unless specifically directed by your section instructor.
- If your test shows **POSITIVE** please ring Orangebox on **01429 717000** to inform us of your result. You should then arrange for a formal test at a testing facility asap – do not leave the house for any reason other than the test and follow the current Government advice for self-isolation and shielding.
- Follow the same instructions listed in steps 3 & 4 for your second test of each week – this will usually be on Thursday unless specifically advised.
- For programmes extending beyond five days, you will be given another box of self-tests before finishing the course on Friday and you will follow the steps above testing Monday morning and Thursday morning.
- Please inform your tutor or the Orangebox office if you have any queries or concerns.

Version Change Log

Provide a brief synopsis of changes made to this policy and any document changes, named staff or references to other materials.

| Date | Change made | Changed by | Reason |
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