

## **ICM Covid-19 Policy**

The health and well-being of our staff and volunteers is of paramount importance. ICM will support staff and volunteers to continue working from home wherever possible, for example through investment in and provision of appropriate IT support and equipment. In line with government guidance all non-essential staff will continue to work from home.

ICM recognises Covid-19 has a disproportionately significant impact on black and Asian ethnic minority people. As such we will ensure our risk assessments and support structures address the elevated risks of Covid-19 for our BAME staff, volunteers and beneficiaries. Our new Equality & Diversity group will oversee this work.

It is at the discretion of individual members of staff and volunteers whether to return to work when offices re-open. Although some roles may be required on-site for operational reasons.

Any staff or volunteers who are in the shielding or clinically vulnerable category or live with someone who is, are advised to continue to work from home.

ICM commits to carrying out full Covid-19 specific risk assessments for all office space, studios and classrooms and to publish these on our website and share with partner organisations as appropriate.

ICM commits to establishing thorough cleaning protocols for all office spaces, studios and classrooms and for these to be reviewed at regular intervals.

All staff and volunteers will be provided with basic training in infection control and will have completed a workshop in ICM Covid-19 related health and safety procedures before returning to work.

ICM will have a minimum of two Covid-19 Marshalls (one for each premises) who will ensure monitoring and adherence to social distancing and H&S measures, and co-ordinate the response to suspected or confirmed cases of Covid-19.

### **Keeping our Staff & Volunteers safe:**

- All non-essential staff will continue to have the option to work from home at least part of the time
- ICM will periodically review all staff and volunteers to assess vulnerability related to Covid-19 e.g. health of themselves and members of household, transport arrangements, support needs and use this to inform staffing decisions and re-opening plans
- It is at the discretion of individual members of staff and volunteers whether to return to work when offices re-open, except where required for operational purposes.
- Any staff or volunteers who are in the shielding or clinically vulnerable category or live with someone who is, are advised to continue to work from home.
- If staff choose to work from home they will be supported and resourced to do so e.g. included in all communications, provided with remote access for all systems and equipment, offered regular 121s to support delivery of work and mental wellbeing
- Staff and volunteers will be encouraged and where possible, supported e.g. provision of additional parking for cars and bicycles, to avoid travelling by public transport e.g. drive, cycle or walk

- All Staff and volunteers to complete a Covid19 lateral flow test at home before travelling to office / to deliver face to face activity and log results on NHS app or website.
- All Staff and volunteers will be encouraged to receive the Covid19 vaccine
- All staff and volunteers to have their temperature checked on arrival each day
- All staff and volunteers to sign in on arrival and where possible scan the NHS barcode for the Test and Trace app
- All staff and volunteers to wear face coverings in shared spaces e.g. corridors, kitchen, toilets etc while on site, unless exempted due to medical condition.

#### **Keeping our community safe:**

- Any beneficiaries who are in the shielding or clinically vulnerable category or live with someone who is, are asked to notify ICM of this and advised to stay at home, and if possible, join in projects remotely. ICM will make every effort to provide virtual delivery.
- Any beneficiaries who are in an at risk group e.g. BAME, pregnant etc are advised to stay at home, and if possible, to join in projects remotely.
- All beneficiaries and parents/carers to be informed via multiple channels of ICM's Covid-19 protocols and changes to lessons, office layout etc before resumption of projects and given an opportunity to ask questions
- All visitors asked to wear face coverings while on-site, unless they are exempted due to medical condition
- All visitors to have their temperature taken on arrival
- All visitors to sign in on arrival and confirm absence of symptoms
- Government and PHE guidance on Health and Safety will be made available on our website and at all ICM premises in multiple languages to ensure maximum comprehension.
- Staff trained in First Aid, Health & Safety and Fire Wardens to be reviewed to ensure sufficient cover at all premises
- ICM's safeguarding policies and procedures reviewed and updated to respond to additional risks created by Covid-19

#### **Distancing:**

- ICM will ensure wherever possible 1m distancing is maintained between everyone on the premises
- Work stations will not be shared
- Hot desks will be avoided where possible, and where not, will be cleaned and sanitised between different occupants including shared equipment
- Good ventilation is essential at all times and particular during this period. As far as possible windows and doors will be left open to provide a flow of fresh air
- Furniture and desks will be re-arranged to provide minimum 1m distance between people
- Where possible workstations will be arranged so people are seated back to back or side on to minimise face to face contact
- Signage will be displayed throughout the premises to remind people of the social distancing guidance
- Floor tape or paint will be used to mark areas to help people keep to a 1m distance
- Where possible one-way traffic through the premises will be set up
- Where possible visitors will be by appointment only

- Maximum capacity for each room will be determined and signage prominently displayed outside each room to advise of maximum capacity at any given time

**Where 1m distancing cannot be established, ICM will do everything practical to manage transmission risk by:**

- Conducting a risk assessment to consider whether an activity needs to continue or can be delivered virtually instead
- Keep the activity time involved as short as possible
- Requesting staff, volunteers and beneficiaries to use them for the duration of the activity
- Where appropriate setting up Perspex screens to reduce transmission risk
- Stagger arrival and departure times
- Use back-to-back or side-to-side working whenever possible
- Reduce the number of people each person has contact with by using 'fixed teams or partnering'
- Reducing transmission risk by making entrance ways and corridors 'one way' where possible, while recognising that brief, transitory contact, such as passing in a corridor, is low risk.

**Visitors to ICM offices:**

- All meetings – both internal and external will, where possible, be arranged virtually to minimise transmission risk
- Visitors will be asked to make appointments in advance so social distancing can be maintained as much as possible
- All visitors will have their temperature checked with a handheld device on arrival. If their temperature is 37.8C or above they will be requested to return home and advised to get a Covid19 test.
- All visitors will be made aware of social distancing guidance and hygiene guidance on arrival and where possible in advance e.g. email with links to website
- All visitors will be asked to wear face coverings, unless exempted due to medical condition
- Visitors in buildings will be strictly limited to ensure 1m distancing where possible
- All visitors will be asked to sign-in using our form, and provide at least one contact detail, have their temperature taken and declare in writing that neither they nor anyone in their household has Covid19 symptoms.
- All visitors will be asked to scan the barcode for the NHS Test and Trace app to register their visit
- We will provide translations of key hygiene and health and safety information for visitors where appropriate
- Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials

**Hygiene:**

- ICM will develop a Covid-19 cleaning, handwashing and hygiene procedure
- Staff, volunteers, beneficiaries and visitors will be asked to follow [guidance on hand washing](#) and hygiene via information posters and on arrival at premises

- Hand sanitiser will be available in every room
- All surfaces in classrooms and studios will be cleaned and disinfected after each lesson
- All staff and volunteers will receive training in infection control and Covid-19 related Health and Safety
- Enhanced cleaning protocols will be implemented for busy areas eg. Reception, kitchen, toilets
- ICM will provide hand drying facilities at all sinks – either paper towels or electric dryers
- ICM will ensure a continuous long-term supply of necessary PPE and secure storage

### **Illness of Staff, Volunteers and/or Beneficiaries:**

#### **Testing and Vaccinations:**

- All Staff and volunteers will be required to order self-testing lateral flow kits to keep at home and use in advance of visiting our offices or delivering work face to face and/or twice a week.
- All test results will be uploaded to the NHS app or website
- If any staff member or volunteer tests positive they must inform one of the ICM Directors immediately
- All suspected and confirmed cases of Covid19 will be logged in the Covid19 incident report spreadsheet
- All Staff and volunteers will be encouraged to receive the Covid19 vaccine

#### **The main symptoms of coronavirus are:**

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

#### **If a member of staff or volunteer develops symptoms of Covid-19 (high temperature, new, continuous cough or loss of/change to taste or smell):**

- They must inform one of the ICM Directors immediately, self-isolate and [order a PCR test via Gov.uk](#) .
- If someone on-site develops symptoms ICM will provide an isolation space for affected individual to wait until can be collected
- ICM will follow Covid-19 cleaning protocol to sanitise all areas occupied/used by affected individual
- ICM will contact relevant staff, volunteers and beneficiaries who have had close contact with the affected person in the last 48 hours to advise them of the situation and agree necessary precautions as a result.
- ICM will inform relevant partner organisations immediately of potential risk and agree a working protocol.

- The incident will be reported in the Covid19 incident report spreadsheet

**If a member of staff or volunteer tests positive for Covid-19 within 48 hours of attending our premises or projects face to face:**

- Inform one of the ICM Directors immediately and self-isolate for 10 days
- ICM will follow Covid-19 cleaning protocol to sanitise all areas occupied/used by affected individual
- ICM will inform all relevant partner organisations immediately
- ICM will arrange for payment of statutory sick pay in line with Government guidance
- ICM will inform relevant staff and volunteers immediately and all will be required to report their health status daily to their manager to monitor for any further cases.
- ICM will take responsibility for arranging cover, postponing work etc as appropriate
- The incident will be reported in the Covid19 incident report spreadsheet

**If a beneficiary develops symptoms or tests positive within 48 hours of visiting our premises:**

- They must inform ICM immediately
- ICM will contact all relevant staff and volunteers and fellow beneficiaries who have had close contact with the infected individual in the past 48 hours.
- ICM will inform relevant partner organisations immediately of potential risk and agree a working protocol
- The incident will be reported in the Covid19 incident report spreadsheet

**If a staff member, volunteer or beneficiary lives with someone who has symptoms of Covid19, or has tested positive for Covid19, they should:**

- Get [a PCR test on Gov.uk](https://www.gov.uk/pcr-test) to check if they have Covid19 themselves
- Inform one of the ICM Directors
- Avoid coming to ICM premises or delivery face to face work
- Follow advice on [how to avoid catching and spreading Covid19](#)
- Consider limiting contact with [people who are at higher risk of Covid19](#)

**Staff, volunteers or beneficiaries who live with someone who has symptoms of Covid19 or has tested positive for Covid19 may not need to self-isolate if any of the following apply:**

- The staff member, volunteer or beneficiary is fully vaccinated – this means 14 days have passed since your final dose of Covid19 vaccine by the NHS
- You're under 18 years old
- You're taking part or have taken part in a Covid19 vaccine trial
- You're not able to get vaccinated for medical reasons

**Communication and Wellbeing**

- Complete risk assessments and Covid-19 related procedures to be shared with staff, volunteers, partner organisations and beneficiaries before re-opening. These will also be made available publicly on our website
- All staff to be regularly updated on plans for re-opening of premises, resumption of face to face activities, amendments to usual working patterns/practices
- All staff and volunteers to be given opportunities to ask questions and raise concerns via regular 121s, all staff meetings and regular communication channels
- All staff and volunteers to attend re-orientation meetings to prepare for re-opening of premises and face to face delivery
- Regular 121s and check-ins for all staff and volunteers to continue after re-opening to monitor well-being and identify support needs
- All staff and volunteers aware of absence reporting and recording protocols

The Directors have the discretion to close ICM offices and studios if in their judgement:

- The overall staffing level of the building and/or projects is so low that the safety of staff, volunteers and/or beneficiaries cannot be guaranteed
- The rate of staff, volunteer or beneficiary illness is excessive

### Review Period

This policy will be reviewed as new advice become available.

**Last updated:** 13<sup>th</sup> September 2021

### Further reading:

- Gov guide on working in offices: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
- Covid-19 cleaning for non-healthcare setting: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- More information on testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Information on Government Test, Track and Trace programme: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
- How to dispose of PPE safely: <https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste>
- Government guidance on Face coverings: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>