***Cardew Physiotherapy & Performance*** takes the health of employees, contractors, clients, and suppliers seriously and are committed to ensuring we take every step possible to maintain good health and well-being practices in our workplace. This policy will minimise the risk of infectious diseases spreading in the workplace through effective prevention and management.

It seeks to ensure that you are aware of the issues relating to infectious diseases at work. It also provides guidelines for managers and supervisors on minimising the risk of you contracting diseases whilst at work, and on dealing with infections if they are contracted. Infectious diseases can be airborne (for example flu), blood borne (for example hepatitis) and faecal-oral borne (for example gastroenteritis).

Infectious diseases and viruses emerge and spread quickly across the world as a result of global travel and other interconnections. Workplaces can be incubators for disease, particularly if hygiene and infection control is poor, or if employees go to work when they are unwell.

# **Preventing transmission:**

We will ensure a clean workplace, including rest areas such as the bathroom and gym space and objects such as door handles, by regular cleaning with appropriate sanitising products.

All employees have a responsibility to keep their own workspace clean and to help maintain the cleanliness and tidiness of communal areas.

Further details of the cleaning procedures are provided in the updated **Cleaning Policy Document**.

Employees should report any concerns about cleanliness or hygiene standards to Jennifer Cardew without delay.

We will display appropriate cleanable (laminated) signage reminding of basic cleanliness and hygiene protocols that should be followed by everyone as a minimum standard.

Employees have an obligation to take action to reduce the transmission of diseases and viruses by the use of hand-sanitiser when appropriate, regular handwashing in warm soapy water, covering your mouth when coughing or sneezing and discarding of tissues appropriately in the waste.

Hand sanitiser guidance can be found here:

<https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf?ua=1>

Handwashing guidance can be found here:

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1>

Cardew Physiotherapy & Performance staff will abide by any other measures set out by the UK Government, Public Health England or any other body of expertise during widespread outbreaks of significant infectious diseases and viruses such as social distancing and work and travel related restrictions.

We will display clear instructions for visitors on any infection control and good hygiene measures they should adhere to whilst at our premises.

1. All visitors to the practice will be asked to use hand sanitiser on entering reception.
2. All visitors to the practice will be asked to abide by social distancing measures in reception and throughout the building wherever possible.
3. Clients will be asked to attend their session on their own wherever possible. If this is not the case, they will be asked to limit the number of people accompanying them to their session to one person. This person may not be able to wait in the practice if another client is waiting for their appointment to start. If chaperoning, the appointed chaperone will also abide by social distancing and PPE regulations throughout their time in the clinic, and their time within the clinic will be kept to a minimum.
4. All clients are required to complete a ‘Pre-Consultation Screening Questionnaire’ prior to attending their first appointment and this will be rechecked before each and every subsequent visit.
5. All clients attending for treatment sessions will be required to wear a mask during their treatment session with the therapist.
6. We are asking that clients refrain from using the bathroom but appreciate that at time this may not always be possible. Clients will be requested to wipe down the toilet area with the products provided and re-sanitise their hands, prior to entry of any treatment room.

**Therapists’ uniform:**

The appropriate use of personal protective equipment (PPE) will protect staff uniform from contamination in most circumstances. **All therapists should change into uniforms on arrival at work, and out of uniform to travel home.** There will be a space made available in the bathroom to change and store all outside clothes separate from the treatment room.

Uniforms should be transported home in a disposable plastic, or washable bag. This bag should be disposed of into the household waste stream, or if washable, washed with the uniform.

**Uniforms should be laundered**:

• separately from other household linen

• in a load not more than half the machine capacity

• at the maximum temperature the fabric can tolerate, then ironed or tumbled-dried

• After each day’s use

# **Work locations:**

Where home, remote or distance working is not possible we will follow all applicable guidelines for the current outbreak to ensure we are following the best health and infection control practices for our industry at the appropriate time.

# **Social distancing and travel:**

Cardew P&P may implement social distancing measures in the workplace to minimise the spread of infection should it be deemed necessary by the business or on the guidance of the UK Government, Public Health England or any other body of expertise.

Social distancing actions and travel restrictions may at any time include but are not limited to:

* Not shaking hands.
* Maintaining a recommended distance apart from colleagues, clients, suppliers or other visitors to business premises.
* Not congregating in large groups.
* Where possible bringing in your own food and eating in the studio or an outside space. Food is not to be consumed in the treatment rooms or in the reception area.
* Avoiding face to face conversation if it can be done by email, messaging, phone or video conference, even if participants are in the same location.
* Unavoidable face to face meetings being held in large meeting rooms where distancing can be implemented.
* Postponing non-urgent meetings, training or other business-related activities that may involve travel and gatherings of large groups of people.
* Restricting or preventing access to business premises by non-essential visitors.
* Providing additional hygiene facilities, equipment, or supplies.
* Requiring anyone on the business premises to confirm their health status and have their temperature checked.
* Restricting or ceasing non-essential travel, and where travel is required avoiding the sharing of vehicles.
* Where possible not using public transport.
* Restricting or ceasing visits to client premises to carry out work unless this is essential, at which time any appropriate infection control measures will be implemented at these sites. In the case of home visits, an individual risk assessment must be made on a case by case basis and in line with current Professional Body Guidelines.

Only actions appropriate to the current infection risks will be carried out after a thorough evaluation of the necessary precautions in line with official guidance.

# **Illness:**

Should you be unwell due to an infectious disease during an outbreak or at any other time you must immediately report it to Jennifer Cardew.

You are able to attend work if well enough, if you have a minor infectious illness such as a cold where the risk of transmission and the consequences of infection are not significant. You will not be able to work while you are ill and/or symptomatic of a serious or reportable infectious disease or virus.

Common symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, stomach pains, diarrhoea, vomiting, chills and fatigue may present themselves in any number of medical conditions, including mild illnesses. If you are unsure what your symptoms may indicate you should contact NHS 111, your GP or follow the appropriate guidance during a large-scale outbreak.

In most circumstances if you have diarrhoea or vomiting you should refrain from attending work until 48 hours after your last episode.

We reserve the right to send home employees or contractors who report to work with symptoms of concern, in accordance with the company sickness policy and current health guidelines in place at any time.

If the workplace has an outbreak of a reportable disease this will be notified to RIDDOR as per the regulations in force at that time. This is a statutory requirement and legal obligation and as such does not breach any GDPR or Data Protection requirements.

**Infection control:**

The following are general guidance principles as per advice on 12 May 2020 – if you have symptoms of these or any other infectious disease at a later date you should check for the most current guidance by visiting [www.nhs.uk/conditions](http://www.nhs.uk/conditions), calling NHS111, contacting your GP or reading specific Government guidance websites created at any time, and you should then adhere to that guidance.

* Covid 19: Stay in self-isolation for 7 days from the first day of being symptomatic. When living with someone who is symptomatic you should self-isolate for 14 days. If you become ill during that period you should remain in isolation for 7 seven days after you become symptomatic. For further medical advice on Coronavirus / Covid 19 visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> - you should always check this guidance for the current rules on Covid 19 / Coronavirus if you think you have symptoms or live with anyone who does. Coronavirus/ Covid 19 cases in the workplace are reportable to RIDDOR.
* Chickenpox: Stay off work until all spots have crusted over (usually around five days after the onset of the rash).
* Impetigo: Stay off work until lesions have healed or crusted, or 48 hours after starting medicine prescribed by a GP.
* Scabies: Stay off work for 24 hours after the first treatment.
* Norovirus: Stay off work for at least 48 hours after symptoms have stopped.
* Salmonella/food poisoning: Stay off work for at least 48 hours after symptoms have stopped.
* Influenza (flu): Stay off work until symptoms have gone.
* Mumps: Stay off work for at least five days after symptoms started.
* Measles: Stay off work for at least four days after the rash first appears.

We reserve the right to send you home if it is evident that you have an infectious disease where staying at home is advised by the NHS.

# **Personal protective equipment:**

If PPE is issued to you to minimise the risk of work-related infection, or the wearing of personal PPE becomes a requirement made by UK Government, Public Health England or any other body of expertise you should adhere to its usage and use it appropriately. You should clean your hands immediately after removing gloves or facemasks and follow any other guidance in place at the time. Where necessary, training in the use of PPE will be provided.

If employees or contractors fail to adhere to requirements to wear and use required PPE, you may be sent home from work without pay. This may also be treated as a disciplinary matter.

# **Infectious outbreak:**

In the event of an outbreak that affects a significant number of employees or contractors, the Director and any other designated individuals who form the contingency team will monitor and coordinate activities to control the outbreak. This will include managing exclusions/restrictions from work and the reassignment of duties.

In the event of a global outbreak or pandemic situations this policy may be superseded by government guidelines and regulations which we will adhere to at all times.

**Useful Links:**

NHS 111 <https://111.nhs.uk/>

NHS UK <https://www.nhs.uk/>

World Health Organisation <https://www.who.int/>

HSE Infection Advice <https://www.hse.gov.uk/biosafety/infection.htm>

Public Health England (PHE) <https://www.gov.uk/government/organisations/public-health-england>

Gov.uk Coronavirus guidance <https://www.gov.uk/coronavirus>