



Play in Ltd

COVID-19 Staff Policy

INTRODUCTION

Play in Ltd is committed to ensuring the health and safety of all employees. To this end, this policy sets out steps that Play in Ltd is taking in order to tackle the coronavirus outbreak, alongside expectations that are placed upon employees.

INFECTION CONTROL MEASURES

We strongly encourage all employees to follow these guidelines from the World Health Organisation on infection control, both whilst at work and in their daily lives. This includes:

- Frequently cleaning their hands by using alcohol-based hand rub or soap and water
- When coughing and sneezing, covering mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing their hands
- All staff have been advised to be fully vaccinated.
- Staff are no longer required to do weekly natural flow tests, however if there is an outbreak management may request that it is done for short periods of time during the outbreaks.

IF YOU DEVELOP SYMPTOMS or TESTING POSITIVE

If you have suspected symptoms of Covid-19, begin to display symptoms of the virus, or test positive you will be sent home and must follow the UK Health Security Agency guidance for households with Covid-19 infection. You must also notify your manager at the earliest opportunity.

PERIODS OF SELF-ISOLATION

Whilst it is no longer a legal requirement for people with Covid-19 to self-isolate, the UKHSA guidance does state that anyone who has any of the main symptoms should seek a PCR test.

If that test result is positive the guidance recommends that people with Covid-19 infection should not attend work wherever possible.

People with positive cases of Covid-19 should take an LFD test from five days after their symptoms started (or the day their test was taken if they did not have symptoms), followed by another one the next day (day 6). If both those test results are negative, they can return, as long as they feel well enough to do so and do not have a temperature. Any time off work due to Covid will be marked down as a period of sickness absence.

For UKHSA guidance please see <https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>

EMPLOYEE TRAVEL PLANS

Play in Ltd accepts that employees will have plans to travel and go on holiday. We would therefore ask that employees keep themselves up to date with government guidance on the countries and their current Covid requirements.

ATTENDANCE AT WORK

Unless you have followed our usual reporting procedures in relation to sickness absence, are in self-isolation following government guidance or not attending work under our specific instruction, you are expected to attend work as normal.

TEMPORARY BUSINESS CLOSURE

We may need to temporarily close the Club if we have insufficient staff due to illness to run sessions safely. If this occurs the manager will contact local department of education and OFSTED for further support and guidance.

In the event that we have a high number of confirmed cases of Covid-19 associated with the Club, we may need to step up our measures in line with our Contingency Plan and advice received from UKHSA, Department for Education or local Health Protection Teams. This will be as a last resort given the detrimental impact on children, their families and our staff team.

If the Club needs to close, the manager will notify parents or carers as soon as possible. The manager will also inform the local department of education and OFSTED as well as other relevant parties, eg feeder schools, other users of shared premises, etc.

Whilst we will do everything we can to ensure that this does not happen, we may be left with no option but to place you on lay off, short time working or furlough. (*During this period, your pay will be reduced accordingly and you may receive statutory guarantee pay in line with statutory provisions)

WORKING FROM ANOTHER LOCATION

It may be necessary for us to require you to work from an alternative work location if, for example, instructions from a third party mean that entry into our current workplace is not permitted. Your flexibility in this regard will be expected, however, all instructions of this nature will be reasonable.

Play in Ltd will consider, as part of its general approach to maintaining normal business operations, whether employees are to work from home. Obviously, this will not be possible in every case due to the nature of individual roles. However, we will assess the viability of this option, taking into consideration any equipment needed, at the relevant time and, as a result, you may be required to work from home for a temporary period. Employees should not assume that they will be permitted to work from home and advance authorisation will be needed in every case.

HARASSMENT/BULLYING

We operate a zero tolerance policy to all forms of harassment and bullying in the workplace. We will not tolerate any unacceptable behaviour to colleagues, suppliers, members of the public etc. Any complaints of this nature will be investigated in line with our usual policy and may result in disciplinary action, up to and including dismissal.

EMPLOYEE ASSISTANCE PROGRAMME

We would like to remind employees that, if they have any worries or concerns about any aspect of the current situation, they have access to a confidential telephone service with the Manager Niala Haq contact details: 07592112520 .

This policy was adopted by: Play in Ltd	Date: Sept 2022
To be reviewed: Sept 2023	Signed:

Written in accordance with:

Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Health [3.42].

UK Health Security Agency 'Covid-19: people with Covid-19 and their contacts' 24th February 2022

Department for Education 'Covid-19: Actions for out-of-school settings' February 2022