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Mayor's Charity 2019-20-21-22



Updated Aug 2023

## Good health and Covid19 Policy – working procedures

### 1. Introduction and purpose

This policy sets out the way OTF will responsibly protect the staff, volunteers, clients and supporters as formal and legal restrictions for Covid19 have now been lifted. A cautious approach is still being encouraged and advised by public health bodies and the focus is on individuals and organisations taking responsibility for their way of working to protect themselves and their clients.

### 2. The Scope of the Policy

This guidance is to aid good decision making in a way that is safe, responsible, and gives confidence and protection to the staff, volunteers, clients and the public.

OTF will do this by following the guidance set out by UK government and public health organisations.

1. Keep up to date with and consider government guidance and any continuing or new restrictions (including regional or local ones) that are in place. This guidance may change over time so OTF must be prepared to be flexible.
2. Carry out risk assessments to identify the risks associated with all activities OTF undertake.
3. Consider the needs of people in vulnerable circumstances or with protected characteristics, as well as people who are clinically vulnerable to Covid19.

### 3. General Working

The following measures will be in place to ensure these aims are met:

1. To continue to work in project or department bubbles and to use hybrid working, when necessary.
2. To continue with enhanced hygiene practices, in the offices and working areas.
3. To use adequate ventilation in indoor settings, as set out in the HSE guidance.
4. Staff will continue to use lateral flow testing if they present with the symptoms of Covid19.
5. Staff will WFH if they test positive, have symptoms of Covid19 or have flu-like symptoms.
6. Some meetings will still be held on zoom rather than face to face.

This policy will replace all previous Covid19 Policies. If you have any questions relating to this policy please do contact HR Manager.

Signed by Chair of Board:.....Date:.....