

Coronavirus (COVID-19) company policy (8.09.20)

Policy brief & purpose

This policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe work and educational space. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat any private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) policy may change as Government guidance changes and scientific knowledge about C19 develops. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all of Green Elephant employees, contractors, directors, tenants and users.

It outlines what actions Green Elephant is taking to protect people from C19 infection, and the actions we require of Mill users to protect themselves and others.

As a general principal, tenants in private offices/studio space are responsible for ensuring the safety of people within their units and should carry out their own risk assessment, as well as complying with Halton Mill guidelines.

Policy elements

Working from home:

If you can work from home, please consider doing so, some or all of the time.

Do not come into the Mill if:

- you are feeling ill or have any C19 symptoms,
- have tested positive for C19 or have reason to believe you may have C19 - if you have a positive C19 diagnosis, you can return to the Mill only after you've fully recovered
- have had close contact with someone who is symptomatic or has tested positive for C19 (as defined by NHS Track and Trace guidelines)
- if you have recently returned from areas with a high number of C19 cases
- have been asked to quarantine under Government guidelines because you have returned from a country with a high level of cases

Please also avoid close contact with other Mill users away from the Mill.

If any of these circumstances apply to you, please also avoid close contact with other Mill users away from the Mill and **contact Green Elephant Cooperative to let us know your situation** via greenelephant@haltonmill.org.uk or ring 07582 789406 (Amber/Fiona) or 07946 4889595 (Alison). We will alert other Mill users to the situation but will not identify you

or pass on any personal information about you, unless you give us specific permission to do so. We will ask you to cooperate with NHS Test and Trace and to follow Government guidance on when it is safe for you to return to the Mill.

Infection control measures

The Mill is being cleaned regularly, with touch points being cleaned twice a day during the week (as of 1 Sept 2020). Tenants are responsible for hygiene and cleaning in their own offices including the outside door handles of their unit, with the Mill (Green Elephant) responsible for cleaning communal spaces and the Hive.

All Mill users should

- Use hand sanitiser and/or wash hands on entering and exiting the Mill, before touching food and regularly through the day
- Open windows and doors to your space where possible to increase ventilation
- Meet up with others outside if you can, or at the tables on the mezzanine. Do not stay chatting in corridors.
- Keep at least 2m apart from other people, unless they are in your household or bubble or you have other measures in place – for example a partition in between you. If this is not possible do not stay within 2m of someone for more than 15 minutes or within 1m of someone for more than a minute (see NHS Test & Trace definition of close contact)***
- Keep to the one-way system (see floor markings) and use only the permitted, labelled doors to enter and exit the Mill.
- Clean any shared equipment after use – desk, kettle, microwave, laminator, guillotine, table tennis table etc - wipe clean touch points with cleaning materials provided after use
- Only eat in designated areas (outside, in your office or on the mezzanine) and do not make food or drinks for other. Keep a cup for your own personal use.
- Not use the showers – they are closed until further notice (reconfirmed 01/09/20)
- Follow Government general hygiene guidelines
- Wear masks in the corridors (recommendation)

Classes

We aim to reduce mixing between class members and regular users. River Room users should enter via the riverside door at the top of the metal steps and only use the downstairs toilets. Other class attendees and visitors should also only use the downstairs toilets. The upstairs toilets are reserved for tenants. All class members should wear masks until they reach the room where their class is being held.

Commuting measures

- [Government advice is that you try to avoid sharing cars](#) with anyone who is not in your household/bubble, and if you do share cars you should wear a mask, not face each other and open windows.

Keeping a record of who is in the Mill for NHS TEST and Trace

We want to keep a record of who comes to the Mill to help provide information to [NHS Test and Trace](#) if we have a suspected case, and so we can keep other Mill users informed. We are therefore asking:

- Tenants to keep a record of people working or visiting their unit including date and times they are in the Mill for 21 days. This not necessary for people who are just delivering items.
- Hive and Art Studio users to sign in the sign in sheets in their units.
- Class tutors to keep a record of who attends their class for at least 21 days
- Occasional users to sign in and sign out
- Event organisers (if and when events resume) to keep a record of who comes to an event

While it is an individual's responsibility to get a test and to talk to NHS Test and Trace if they have C19 symptoms, we will try to help and support someone in this situation. We are willing to help in contacting possible close contacts if this is helpful.

To comply with GDPR, the information should only be kept for this purpose and destroyed after 30 days. No-one is obliged to give their details and we will not stop them attending if they are unwilling to do so.

Employees

- We are happy for you to work from home if you do not need to come into the Mill to do your job.
- If you're a parent and you have to stay at home with your children, we are happy for you to arrange to work from home.
- If you need to provide care to a family member infected by COVID-19, we are happy for you to arrange to work from home. You will then have to follow Government guidelines for when it is safe for you to return to the Mill.
- If you have C19 symptoms or are feeling ill, or are required to self-isolate and cannot work, you will be eligible for sick leave.

***Close contact means:

- having face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering or a face mask)
- spending more than 15 minutes within 2 metres of someone
- travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane