

INNOVA CARE CONCEPTS CORONAVIRUS (COVID-19) POLICY

POLICY STATEMENT

The health, safety and wellbeing of all Innova Care Concepts employees, contractors, and clients is of paramount importance to the Board of Innova Care Concepts.

We are closely monitoring available information related to the Coronavirus (COVID-19), and the following measures are to be adopted and followed by all Innova Care Concepts personnel, as a minimum.

INFORMATION & MONITORING

1. Innova Care Concepts has developed this policy with reference to relevant authorities. This policy will be subject to change if more stringent requirements are dictated by the following authorities:
 - a) World Health Organisation: <https://www.who.int/emergencies/diseases/novel-coronavirus2019/advice-for-public>
 - b) Department of Health: <https://www.gov.uk/government/organisations/department-of-health-and-social-care>
2. Employees of Innova Care Concepts are advised to stay calm, factual and up to date with information from official government, health authorities as listed above.
3. The management team at Innova Care Concepts will continue to monitor information and provide updates to their employees, contractors, and clients.

HYGIENE & PREVENTION

1. All persons within Innova Care Concepts are expected to practise good hygiene to protect against infections. Good hygiene includes:
 - a) Washing your hands often with alcohol-based hand rub or soap and water. Alcohol-based hand rub and soap is provided at strategic locations including for those out on site.
 - b) Cover your nose and mouth with bent elbow or tissue when you cough or sneeze. Dispose of the used tissue immediately.
 - c) Avoiding close contact with others, such as touching (for example shaking hands)
2. If you are experiencing any of the symptoms associated with Coronavirus, you should immediately refer to and follow the instructions provided by your local health authority.
3. If an employee thinks they may be at risk of infection of Coronavirus:
 - a) The employee must raise this with their manager immediately.
 - b) The manager will then consult with the MD and determine a course of action.
 - c) An employee may be required to provide medical clearance before they return to the workplace.
 - d) If an employee is not fit for work due to contracting Coronavirus, they will be expected to follow the necessary medical instruction and keep their manager informed of developments and only return to work when Innova Care Concepts are satisfied that returning to work is safe and appropriate.

10th March 2020 – Review Date As Required