

Martin House – COVID 19 Statement

Martin House has implemented arrangements to limit the spread of Coronavirus within the organisation, in line with government guidelines.

Martin House recognises it has specific responsibilities under the Health and Safety at Work etc. Act 1974 and anything arising under the Health Protection (Coronavirus) Regulations 2020 and other specific regulations in force for the location and at the time.

Martin House have implemented a number of measures so that families; our staff and volunteers; and other using our premises are not put at an unacceptable risk. By;

- Following and regularly reviewing Government guidance
- Enhanced cleaning
- Temperature screening
- Regular testing for staff and families
- Putting in place social distancing measures
- PPE
- COVID secure guidelines, procedures and risk assessments

Martin House will ensure the health, safety and welfare of families, staff, volunteers, customers and any other relevant parties, as far as is reasonably practicable by carrying out the following:

- Monitor and act upon the latest official guidance produced by the Government.
- Monitor and act upon local COVID alert levels where required.
- Work with our suppliers, partners and regulators to ensure our actions are in line with others and in order to promote best practice.
- Review and circulate all relevant sources of guidance and changes to the rest of the organisation on a regular basis, provide regular updates on current risk levels, and advise on appropriate control measures.
- Ensure staff, volunteers and contractors are aware of the risks and what to do if they believe they have been exposed to the virus or may be infected.
- Implement home working where possible to ensure social distancing can be observed while service standards are maintained as much as possible.
- Plan ahead to ensure that health, safety and hygiene standards are maintained.
- Risk assessments will be reviewed to take into account likely changes in the short term e.g. short staffing, absence of key staff, the need to evacuate premises temporarily, and lack of availability of materials.
- Review and amend our other policies as required, in line with Government guidance and temporary legislation during the outbreak.

- The Housekeeping Manager or Shop Manager overseeing cleaning of the premises will liaise with staff and/or contractors as applicable to ensure that appropriate routine, and where needed, deep cleaning, arrangements are in place.
- Follow testing and self-isolation guidelines.

Test and Trace

The organisation will obtain and store contact details of all staff, customers and visitors for a period of 21 days in line with Government advice. Personal data will be handled in accordance with GDPR and will not be used for any other purpose unrelated to contact tracing. This is a voluntary scheme and while we encourage participation, individuals are able to exercise their data protection rights.

Key Measures

To help prevent the spread of Coronavirus in the workplace, employees, volunteers must:

- Wash their hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing their nose, or after being in public areas. Hand sanitiser should be used if there is no soap and running water.
- Sanitise hands when moving between work areas
- Wear a suitable face covering or face mask where required if not exempt.
- If feeling unwell or develop symptoms at work they should immediately inform their line manager who will send them home. If for any reason the individual cannot leave the premises immediately, they will be required to isolate themselves from other members of staff until they leave.
- Practice 2m social distancing.
- Staff must frequently clean and disinfect objects and surfaces that are touched regularly, where they have been instructed to do so, using the materials supplied.
- Work from home, and carry out a workstation self-assessment.
- Employees should keep up to date with and follow Government guidance at all times.

Meetings and Gatherings

All meetings will be carried out remotely via video link or similar where possible. Where this is not practical, they will be held outdoors or in well ventilated rooms. Attendees will be kept to a minimum to ensure social distancing can be observed.

Working from home will be the preferred option where possible to prevent overcrowding in the workplace.

Testing

Martin House encourages staff and volunteers to undertake regular testing which has been made available. This includes regular PCR and lateral flow testing.