

Policy on controlling the risks of infectious diseases in the workplace – June 2020

Introduction

All employees may be at risk of infection, or of spreading infection. It is therefore important that strict hygiene precautions are observed.

Our rules on controlling the risks of infectious diseases must always be followed. However, there may be times when it is more important than ever that they are strictly followed, for example, during the outbreak of a disease such as the Coronavirus.

In order to restrict and reduce the risk of infection in the workplace, the Company will:

- ensure sufficient resources are available to secure effective prevention and control of infection
- ensure audits are carried out to ensure policies and procedures are being implemented
- ensure an appropriate standard of cleanliness and hygiene is maintained throughout the premises and that the premises are maintained in good physical repair and condition
- ensure appropriate standards of cleanliness and hygiene are maintained in relation to equipment
- ensure that a suitable cleaning schedule is in place and followed
- ensure there is suitable and sufficient hand washing facilities and antimicrobial hand rubs where appropriate
- ensure individuals who develop an infection are identified promptly and that they receive the appropriate treatment and care
- inform the local health protection unit of any outbreaks or serious incidents relating to infection
- ensure all staff co-operate with our control of infection procedures
- stagger start and finish times so that fewer people are together at once, if appropriate
- cancel non-essential training sessions
- deal with clients/customers by phone and email
- if face to face meetings must take place, ensure that facilities are suitable to minimise the spread of infection eg allowing a distance of more than two metres between participants
- consider whether employees may work from home



SOUNDMARKETING

Procedure

The Company will apply the below infection outbreak procedure to control the risk of infectious diseases in the workplace:

- strongly recommend that employees follow any Government guidance published on self-isolation/quarantine
- encourage staff to report symptoms of infectious diseases
- ensure staff who have infectious disease symptoms do not come to work and, in the case of diarrhoea and vomiting, they stay away for at least 48 hours after the symptoms have stopped
- where required, ensure notifiable outbreaks are reported to the relevant authority eg HSE
- co-operate with any investigation by a relevant authority and comply with any investigation findings
- prioritise cleaning, paying particular attention to the cleaning and disinfecting of toilets, handles, support handrails, taps and wash basins
- ensure staff pay strict attention to infection control procedures, in particular to the washing of hands and the wearing of protective clothing if required
- provide and use antibacterial hand wash in all hand washing areas and in the rooms of outbreak
- inform visitors of the outbreak and discourage unnecessary visits