



SOCIAL DISTANCING POLICY

Social distancing measures are for everyone, including business. We should all be trying to reduce social interaction between people in order to reduce the spread of coronavirus (COVID-19).

Every person in Scotland must comply with Government measures, which came into effect on 26 March 2020 and revised on 21 April 2020.

Scottish Government - Coronavirus (COVID-19): business and social distancing guidance. Published: 21 Apr 2020

Introduction

Recent events has seen global consequences as a result of COVID-19. A return to normality is many months away but it is essential that business continues in order to maintain economic security but that this return to work remains safe and prevents a second wave of the epidemic.

COVID -19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period and clearly the working day would see this prolonged contact. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs.

It may also be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. **However**, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sun light and humidity.

Social distancing helps limit contact with infected people and contaminated surfaces. Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19.

As with any Health and Safety at work policy, everyone has a role to play in slowing the spread, protecting themselves, their family, and their community.

Social Distancing

As employers who have people in their offices, the HSE requires us, where business requirements allow, to follow Public Health Scotland guidelines on social distancing (including, where possible, maintaining a 2 metre distance from others), and hygiene (washing their hands with soap and water often for at least 20 seconds).

At all times, where possible, staff are asked to practice social or physical distancing:

- Stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups at exits, in offices, kitchens or during meal / refreshment breaks.
- Limit face-to-face contact with others – make full use of remote technology such as phone, internet, video conferencing and social media where possible.
- Avoid contact with someone who is displaying symptoms of COVID-19 such as high temperature and/or new and continuous cough.
- Inform us should you contract these symptoms and self-isolate at home.

We strongly request those staff who are at increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following both hygiene and social distancing measures.

Handwashing, Work space and respiratory hygiene

Staff are required to follow these general principles to help prevent the spread of respiratory viruses, including:

- On entering the workplace make use of the hand sanitiser at the entrance ensuring good coverage of both hands, fingers and thumbs.
- Clean your desk / work space environment focusing upon keyboard, mouse, screens and desk. Where chairs have arm rests ensure these too are cleaned.
- Limit use of your desk / work space to you only or clean before handing over and again before taking control again.
- Wash your hands more often - with soap and water for at least 20 seconds or use the provided hand sanitiser.
- Wash hands / sanitise after blow your nose, sneeze or cough or eat.
- Wash hands and wear appropriate PPE when handling food being provided for external clients.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands
- On exiting the workplace make use of the hand sanitiser at the entrance ensuring good coverage of both hands, fingers and thumbs.

Client Contact

- Persons attending the premises should also adhere to social distancing and access be limited to one person at a time in the foyer (or restricted to persons whom have travelled together)
- Where access to the main office floor is required Clients/ Guests must be told of the need to socially distance and that our staff will maintain their distance.
- No physical contact through hand shakes etc will be permitted
- All those requiring entry must make use of supplied hand sanitizer at the entrance.
- Where more than one person attends they must not be permitted to gather in groups at exits, in offices or during meal / refreshment breaks.
- Those attending courses can be directed to course instructor and be seated as soon as possible upon entering the premises. The course instructor will then deliver a safety briefing.
- Any person suspected of displaying symptoms of COVID-19 such as high temperature and/or new and continuous cough MUST NOT be permitted access to the main office. Advice would be for them to return home.
- Where staff are required to travel to external venue's for the purpose of business they are to adhere to similar practices whether or not they are being implemented at the location attended.

Fridges

In addition to the above, the following additional measures need to be adopted

- All items placed within fridges must be kept to a minimum.
- All food must be sealed or within 'Tupperware' type containers
- All food not consumed should be removed at the end of the working day
- Drinks must be in sealed containers. Milk must be kept sealed and disposed of by due date
- Polythene bags / cool bags must not be placed in any fridges.
- Butter, spreads, jars of jam/pickles and sauce bottles must not be stored in the fridge

The aim of this guidance for Items placed in fridges is to ensure health, safety and wellbeing is promoted at all times. The requirement for preventing the spread of virus and bacteria is paramount at this time. If you use the fridge please be aware of cross contamination and help keep people safe.

What should you do if you develop symptoms of COVID-19

The same guidance applies to our staff as it does to the general population and those at increased risk of severe illness from coronavirus.

If you develop symptoms of COVID-19 (high temperature and/or new and continuous cough), self-isolate at home for 7 days. Anyone who has symptoms, or is in a household where someone has symptoms, should not leave their house to go to work, and should self-isolate.

Looking after your mental wellbeing

As employers we recognise the strain social distancing has on our lives and you may find some measures restrictive or frustrating. We understand that it can impact upon your mood and feelings and may lead to worry.

At times like these, it can be easy to fall into unhealthy patterns of behaviour which in turn can make you feel worse. There are simple things we would encourage you can do that may help, to stay mentally and physically active during this time such as:

- Take a physical break away from the work space – walk at lunch time to free the mind. At home look for ideas of exercises you can do at home on the [NHS website](#)
- Take the opportunity at work to talk – Social distancing doesn't mean No Communication.
- Have the radio playing at low volume when working.
- Try to eat healthy, well-balanced meals, drink enough water and try to avoid smoking where you can
- Allow ventilation to let in fresh air, grab a break regularly and often to get some natural sunlight if you can.
- Adhere to the Policy above and encourage others to do so – this will reduce risk but also reduce personal stress.

John Tonner

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Correct as at date of receipt 10th June

Each organisation should continue to do their own risk assessments and work within the latest Scottish Government Guidelines