



**UNIVERSITY OF
PLYMOUTH**



The Cornwall Innovation Centres Coronavirus Policy.

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Infection Control Policy:

Infection control is the name given to a wide range of policies, procedures and techniques intended to prevent the spread of infectious diseases amongst staff, clients and all visitors to our Centers.

As managers of the Cornwall Innovation Centres, we believe that strict guidelines on infection control is of paramount importance in ensuring the safety of both our customers and our staff.

The aim of this document is to limit or prevent the spread of infection amongst staff, clients, visitors and all other building users.

The creation of this Policy is in response to the Covid 19 Pandemic. It applies to all of the Cornwall Innovation Centre's, and to our building users, including Staff, Customers, Visitors and Contractors.

Due to the severity of this virus, all staff, customers and visitors are required to regard infection control as a key priority and to act at all times in a way that is compliant with safety.

What we will do:

The Centre Team will do everything that is practicable to maintain a safe environment within the Centres. We have carried out risk assessments that are available on our Website: <https://cornwallinnovation.co.uk/covid-19-info-2/>.

Should any of the Innovation Centre Team have any suspected symptoms of Coronavirus, that person must go home for Self-isolation. Should we have any confirmed cases we will disclose that information to all clients and contractors immediately.

The Centres continue to operate on a 24/7 basis but should we find ourselves in a position where a Centre's staff have to self-isolate we will issue an update to all clients on the out of hours protocol. All companies should consider putting in place a similar continuity plan, in the event of any of their staff needing to go into self-isolation.

What we expect in return:

All Clients and contractors should inform the Centre of any suspected or confirmed cases of COVID 19 within their staff immediately.

A risk assessment should be completed and shared with the Centre.

Clients should collect their visitors from reception immediately, upon notification of their arrival.

Clients are responsible for making their visitors aware of the Centre's COVID 19 Policies.

Our Policy on Face coverings.

All visitors, contractors and delivery drivers are requested to wear a face covering when entering the Innovation Centre and in all communal areas.

Centre Staff and contractors are expected to wear a face covering when entering client office space.

In addition, as many of the corridors within the Centre do not provide two metres in order to safely distance, we recommend that everyone wear a mask or face covering in all public areas within the Centre.

Our Covid 19 Policies and Procedures:

All of the measures put in place below are in line with the government's recommendations and are assessed regularly to remain current.

Entrance and Atrium

- Social distancing shall be the main control measure to ensure that people can move safely around the buildings.
- There remains a residual risk of not being able to socially distance at times. Clients should use face coverings in these areas to mitigate this risk.
- The front doors will be set to open automatically throughout the working day, out of these hours the release button will need to be pressed. People should try to wear gloves where possible or use hand sanitisers.
- The lobby section between the two front doors, is a confined space. Please only enter/exit one at a time.

Reception

- All building users should adhere to social distancing measures as they arrive on site. This is communicated through signage and floor markings.
- If there is no space for you to social distance in reception whilst you wait, please remain outside until it is safe to enter.
- All building users should adhere to the signage and floor markings.
- All visitors and contractors should report to reception, where we will sign them in.
- Visitors will be collected from reception immediately upon being notified of their arrival
- All communications with the receptionist should be through the

screens. We cannot deal with your query unless you are in front of the Perspex screen.

- We have provided access to hand sanitisers in the reception / atrium.
- It would be best practice to wear a face covering in all communal areas.

Post & Deliveries

- All incoming and outgoing goods and post will be handled wearing disposable gloves.
- Post will continue to be delivered daily to your pigeonholes or post boxes. Our staff will wear gloves to handle any post.
- Only business critical deliveries should be delivered to the centre. Please do not arrange for personal items to be delivered to the centre.
- Please be mindful of social distancing measures when collecting your post from the Pigeonholes or post boxes.

Shared kitchen

- Please be mindful of social distancing measures when using the kitchens.
- Please observe single use practices in the kitchen area. One in /one out.
- Clients should consider staggering breaks
- You should consider the residual risk from handles and taps, using microwaves / fridges / hot water dispensers.
- Wipes will be available in the kitchens, but gloves and masks/face covering should be worn in all communal areas.

Communal areas

- Wipes will be available at photocopiers. Please wipe the panel before and after use.
- Please do not hold "general" conversations in lobbies or corridors
- Please wear gloves when using the vending machines.
- Please do not move furniture. It has been placed at safe distances, and it should not be moved.
- Please adhere to all signage and floor marking.
- Please try to wear face covering and gloves when in communal areas.

Stairs and Corridors

- People must try not to walk in opposite directions on staircases at the same time. PLEASE NOTE: The stairs are not 2m wide. If you find that you have to pass someone on the stairwell please stick to your left if

safe to do so, look to your left.

- Try to wear gloves when holding the banister. Alternatively, sanitise when you alight the stairs.
- Some corridors are narrow and do not allow 2 meter when passing. People should wait or stand in their doorways to allow others to pass safely. If you have to pass somebody, please stay to the left.
- People must not use the corridors for conversations or meetings.
- It would be best practice to wear a face covering in all communal areas.

Toilets

- We respectfully request that toilet usage does not exceed two people at any one time. Please exercise your judgement and discretion on entering to adhere to 1 metre plus social distancing guidelines.
- Please observe hygiene standards and wash your hands thoroughly for twenty seconds, using soap and hot water.
- Please make sure paper towels are disposed of correctly, using the bin provided.

Showers

- Antibacterial wipes are available at Reception, for showers to be wiped down.

Lifts

- All lifts are limited to single use at all times.
- Users waiting for lifts should stand away from the doors and allow others to exit whilst maintaining social distancing.
- Please use gloves when making contact with the lift buttons.

Meeting Rooms

- Anyone wishing to reserve the Meeting Room should contact the Centres staff to discuss use.
- Surfaces in the meeting room will be wiped after use by Centre staff.

Cleaning

- Cleaners shall continue to clean clients offices (where applicable) and communal areas where social distancing is possible.
- Clients should vacate offices when cleaners are cleaning if required in order to maintain social distancing.
- Commonly used touch points (door handles/light switches/handrails, etc) in communal areas will be wiped twice daily with antibacterial wipes.

- The shared kitchen is cleaned on a daily basis, but wipes will be provided for use during the day.

PPE Disposal

Any PPE that has not been in contact with an infection source can be disposed of as general waste.

Waste from possible cases of COVID-19 and cleaning of areas where possible cases of COVID-19 have been (including disposable cloths and tissues):

1. Should be put in a plastic waste bag and tied when full.
2. This plastic bag should then be placed in a second bin bag and tied.
3. It should then be stored in a safe and secure place for 72 hours or until the individual's test results are known.

PPE waste should be stored safely and kept away from children. You should not put your PPE waste in communal waste areas or on the street for collection until negative test results are known or the waste has been stored for at least 72 hours.

- If the individual tests negative, PPE waste can be put in with the general waste and disposed of normally.
- If the individual tests positive, then store any PPE waste for at least 72 hours and put in with the general waste.

The above guidance is applicable to non-healthcare settings only.

Note:

All of the above procedures are subject to change pending further developments and advice from the Government.

Correct use of Gloves

- You should not wear gloves all of the time.
- You should use a fresh pair should for each specific new task.
- Once you have completed the specific task, the gloves should be disposed of.
- Wash or sanitise your hands as soon as you dispose of the gloves.
- You do not need gloves to work normally at your desk

Correct use of Face coverings

Many of the corridors within the Centre do not provide two metres in order to safely distance, we recommend that you wear a mask in all public areas within the centre.

- Before putting on a mask, clean hands with sanitiser or soap and water.
- Cover mouth and nose with the mask and make sure there are no gaps between your face and the mask.
- Try to avoid touching the mask while using it;
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- Remove the mask from behind (do not touch the front of mask); discard immediately, wash hands or use sanitiser.

Hand washing:

- Removing all dirt and contaminants from the skin is extremely important. You should pay Particular attention to the backs of the hands and fingertips.
- Ordinary soap is considered effective for routine use in removing dirt and reducing levels of transient micro-organisms on the skin to acceptably safe levels
- Please wash your hands for at least 20 seconds, using soap and hot water.
- Please dry your hands thoroughly.
- The use of alcoholic products for hand decontamination are not intended to replace washing hands with soap and water but rather to supplement hand washing.

If you become unwell at home:

If you or an employee display symptoms of Coronavirus, whilst at home. It is best that you stay at home for 10 days, if they live alone. If they live with other people the house hold should isolate for 14 days.

Do not visit your GP directly. The best way to contact them is online: [NHS 111 online](#) or phoning NHS 111.

- You do not need to call NHS 111 to go into self-isolation. However, if your symptoms worsen during home isolation or are no better after 10 days contact [NHS 111 online](#). If you have no internet access, you should call NHS 111. For a medical emergency dial 999.

It is also important to contact your line manager to update them, and that they notify julie.bell@plymouth.ac.uk immediately.

Contractors, should a member of your staff become unwell, who has visited one of our centres within the previous two weeks. Please notify julie.bell@plymouth.ac.uk

If you become unwell whilst in the workplace:

- Notify your Manager
- Check your symptoms [NHS 111 online](#) or Call NHS 111.

Whilst you wait for advice from NHS 111 or an ambulance to arrive,

- You should remain at least 2 metres away from other people.
- You should avoid touching people, surfaces and objects and be advised to cover your mouth and nose with a disposable tissue or face covering.
- If you cough or sneeze use a tissue or the crook of your elbow.

It is important that you also notify the Centre of the situation, by contacting julie.bell@plymouth.ac.uk

- If you need to go to the bathroom whilst waiting for medical assistance, you should use a separate disability bathroom if available.
- Please notify Centre staff which bathroom was used, so that we can arrange for it to be sealed and cleaned.

If an employee (or any of your visitors) are confirmed to have Cononavirus:

You need to confirm to julie.bell@plymouth.ac.uk that the case has progressed from a suspected case to a confirmed case.

- Julie Bell will be in contact with you to discuss the case.
- You will need to identify people who have been in contact with them, such as:
 - Any employee in close face-to-face or touching contact
 - Anyone who has cleaned up any bodily fluids
 - Any close friendship groups or workgroups
 - Any employee living in the same household as a confirmed case
 - We also need to know what facilities within the building have been used by that person.

- If your staff member has contact with visitors, you will need to follow that line too.

Please note that anyone who has had close contact will be asked to self-isolate at home for up to 14 days from the last time they had contact with the confirmed case.

Please follow the advice in the attached link:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

You will need to carry out a risk assessment immediately and share that RA with

julie.bell@plymouth.ac.uk

- Advice on the cleaning of communal and private areas such as offices or toilets are outlined later in this document.
- Julie Bell will follow up with you on a regular basis, for updates.
- If anyone else develops symptoms please update julie.bell@plymouth.ac.uk immediately.

Reporting cases of the Coronavirus:

If you get a case of Covid 19 you should make a record of any such outbreak, it should specify names, dates and times.

You should make a report under RIDDOR when one of the following circumstances applies:

- 1. An accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence*
- 2. A person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease*
- 3. A worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent*

General Information about the Virus:

What is Coronavirus?

The term Coronavirus covers a variety of viruses. As a group, Coronaviruses are common across the world. But a new strain of Coronavirus was identified and it is this strain of Coronavirus that was identified in Wuhan City, China in January 2020. And is known as COVID-19

What are the Signs and Symptoms of COVID-19:

The following symptoms may develop in the 14 days after exposure to someone who has Coronavirus infection:

- Cough
- Difficulty in Breathing
- Fever
- Loss of smell and taste.

Often, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

How can it can be passed on:

- Close contact with an infected person (within about 6 feet).
- Through respiratory droplets (produced from coughs and sneezes).
- And by touching surfaces or objects that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

How easily does the virus spread?

Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily.

The virus that causes COVID-19 has been found to spread easily, and passes quickly throughout the community ("community spread") Community spread means people may have been infected with the virus in an area, but may not be sure how or where they became infected.

Treatment for COVID-19:

There is no specific antiviral treatment recommended for COVID-19. People with COVID-19 should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions.

People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately, by phoning NHS -111

Certifying absence from work:

By law, medical evidence is not required for the first 7 days of sickness. After 7 days, it is for the employer to determine what evidence they require, if any, from the employee.

We strongly suggest that employers use their discretion around the need for medical evidence for a period of absence where an employee is advised to self-isolate due to suspected Coronavirus, in accordance with the public health advice being issued by the government.

Cleaning spaces with suspected or confirmed cases of Coronavirus:

COVID-19 symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

- all surfaces and objects which are visibly contaminated with bodily fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.

If a person becomes ill in a shared space, the area needs to be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

Appendix 1. Updates to this Document

Date	Changes made	Reason	Updated by
13/03/2020	Changes to incubation period Changes to disposal of Waste Inclusion of online NHS form	To reflect Government updates.	J.Bell
17/03/2020	Changes to isolation requirements	To reflect Government updates.	J.Bell
20/05/2020	To add a returning to work section – Making the Centres safe.	To reflect Government updates.	J.Bell
29/05/2020	Update to Riddor guidance from the HSE	To reflect Covid 19 guidance	J.Bell
22/06/2020	Update Waste disposal instructions and re-position that section within document.	To reflect Government updates.	J.Bell
14/07/2020	Updated the 2m recommendation to 1m Plus.	To reflect Government updates	J,Bell
18/08/2020	Updated wording of our policy around mask use. Update recommendation of the amount of time a person should isolate	Our policy was incorrect & suggested mask use was a requirement rather than a request. To reflect Government updates	J.Bell