



**UNIVERSITY OF
PLYMOUTH**



The Cornwall Innovation Centres
Coronavirus Policy.

TITLE	Coronavirus Policy
DOCUMENT REF No.	CVP-CIC
TYPE OF FORMAL PAPER	Policy
SUBJECT	Coronavirus
DOCUMENT PURPOSE & DESCRIPTION	To set out the policy and procedures in place to protect all building users within the Cornwall Innovation Centres.
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FIRST PUBLICATION DATE	29/05/2020
REVIEW DATE	As required
FREQUENCY OF REVIEW	As required
PERSON RESPONSIBLE FOR REVIEW	Facilities Officer
REFERENCES	The Health and Safety at Work Act, etc 1974 and the Public Health Infectious Diseases Regulations 1988. https://www.nhs.uk/conditions/coronavirus-covid-19/ https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres
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Document Ref:	CVP-CIC
Version:	010
Date:	04/10/2021
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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 Centre's, 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 Centre's. 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 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.

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.

The Government recommendations advise us to:

- Make sure there is a supply of fresh air to indoor spaces where there are people present.
- It's especially important to clean surfaces that people touch a lot. You should ask your staff and your customers to use hand sanitiser and to clean their hands frequently.
- You should self-isolate if you or a
 - Have a high temperature, a new continuous cough, or a loss or change to their sense of smell or taste. They must also self-isolate if they:
 - Have tested positive for COVID-19
 - Live in a household with someone who has symptoms, unless they're [exempt from self-isolation](#)
 - Have been told to self-isolate by [NHS Test and Trace](#)
- It is still recommended to consider office layouts, using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face

Our Policy on Face coverings.

Face coverings are no longer required by law. However, it is still a recommendation that people should wear face coverings in crowded and enclosed settings. Therefore we advise all building users to wear a face covering when entering the Innovation Centre and in all communal areas.

Reception

It is no longer a legal requirement to collect customer contact details, but doing so will support NHS Test and Trace to contact those who may have been exposed to COVID-19 so that they can book a test. Therefore the NHS QR code poster is still available.

Shared kitchen

- Please be mindful of social distancing measures when using the kitchens.
- You should consider the residual risk from handles and taps, using microwaves / fridges / hot water dispensers.

Communal areas

- It best practice for all building users to wear a mask when in public and shared areas.

Toilets

- 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.

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.

Note:

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

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.

When should you self-isolate?

- If you have a high temperature, a new continuous cough, or a loss or change to their sense of smell or taste. They must also self-isolate if they:
- If you have tested positive for COVID-19
- If you live in a household with someone who has symptoms, unless they're [exempt from self-isolation](#)
- If you have been told to self-isolate by [NHS Test and Trace](#)

If you show signs of Covid 19 you should stay home and take a Covid test.

General Information about the Virus:

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?

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.

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
14/01/2021	Updated wording of our policy around mask use.	As a result of the third national lockdown and the new variants of the virus. The centre now considers it best practice for all building users to wear a mask when in public and shared areas.	J.Bell
04/10/2010	Updated: Isolation guidelines. Social Distancing recommendations. Reception procedures	To reflect the government recommendations as of 16/08/2021	J.Bell