



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 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:

- To work from home when possible.
- 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
- 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

[Offices, factories and labs - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

[How to quarantine at home after international travel - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/how-to-quarantine-at-home-after-international-travel)

[Reducing household transmission infographic \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/2020-07-23-reducing-household-transmission)

[How to reduce the spread of infection with the people you live with if you have COVID-19 \(infographic\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/how-to-reduce-the-spread-of-infection-with-the-people-you-live-with-if-you-have-covid-19)

Our Policy on Face coverings.

Face coverings are no longer legally required in communal areas. It is therefore the decision of the individual whether to wear face coverings in crowded and enclosed settings.

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

- You should consider the residual risk from handles and taps, using microwaves / fridges / hot water dispensers.

Communal areas

- Although not a legal requirement, it is still considered to be 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.

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.

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 tested positive for COVID-19

If you show signs of Covid 19 you should take a PCR Test regardless of lateral flow tests

How long should you self-isolate?

- The day you test positive or develop symptoms is known as "day zero" with day one of isolation being the following day.
- On days five and six you will need to take lateral flow tests, if you test negative in both you can leave isolation.

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)

Where can I get a PCR test?

They can be collected from a pharmacy or you can order them via the Government's website.

Who do I notify if I test Positive?

- You will need to notify your line manager.
- You need to register a positive lateral flow test on the Governments website.
[Report a COVID-19 rapid lateral flow test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-a-covid-19-rapid-lateral-flow-test-result)

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 should 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 cleaned.

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
04/10/2021	Updated: Isolation guidelines. Social Distancing recommendations. Reception procedures	To reflect the government recommendations as of 16/08/2021	J.Bell
17/01/2022	Updated: Face covering use changes to isolation guidelines Who should be notified Where to get tests,	Changes to is guidelines	J.Bell
25/01/2022	Updated: Face covering use changes to isolation guidelines	Changes to is guidelines	JB