



Coronavirus (COVID-19) Policy and Guide

The EDLounge company Coronavirus (COVID-19) policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions.

EDLounge will always treat the personal health and of our learners and staff as high importance and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes in line with changes to governmental guidelines. If so, we will update you as soon as possible by email, however, it is your responsibility to keep up to date with latest Government announcements and changes to legislation.

Scope

This coronavirus policy applies to all of our employees, partners, associates and learners who physically work in our office(s) and in other employers' premises. We strongly recommend you read through this policy and associated guide, to ensure we collectively and uniformly respond to this challenge.

Travelling Commuting Measures

- in-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews, reviews and partners).
- If you normally commute to the office or place of work by public transportation and do not have other alternatives, you can request to work from home as a precaution if this is convenient for your role and qualification. **(please refer to the latest Government advice)**

If you are planning to travel voluntarily to a named and high-risk country with increased COVID-19 cases, EDLounge will ask you to isolate and work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues or EDLounge staff during this time.

General Hygiene Rules

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the Governments 20-second hand-washing rule. You can also use the sanitizers you'll find around the office. **Please note:** (Always refer to the latest Government guidance)
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately. **Please note:** (Always refer to the latest Government guidance)
- If you are tested and found to have a high temperature you will immediately be asked to go home and self-isolate for 14 days. **Please note:** (Always refer to the latest Government guidance)
- Open the windows regularly to ensure open ventilation. **Please note:** (Always refer to the latest Government guidance)
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. **Please note:** (Always refer to the latest Government guidance)

- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave). **Please note:** (Always refer to the latest Government guidance)

For further information, advice and guidance please refer to the following:

<https://www.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.hse.gov.uk/news/coronavirus.htm>

An important part of preventing the spread of the COVID-19 virus is considering others around you. Always follow the latest Government guidelines around social distancing, wearing of masks and personal hygiene.

If you suspect you may be infected by the virus, **you must immediately** speak to your employer or tutor. if you require support, or suspect you have Coronavirus, you will be asked to take a test and self-isolate for 14 days. **Please note:** Always refer to the latest Government guidance.

Version No	Purpose / Change	Lead	Inception/ Review Date	Next Review Date
1	Document Inception Ongoing review in line with Government COVID-19 guidelines	Ian Gunn Head of EDLounge Mick Farrar Quality Manager	June 2020	June 2021 Monthly in line with Government guidelines
2	Document review update	Mick Farrar Quality Manager		April 2020