



## COVID-19 STATEMENT

This COVID-19 Statement (the "Policy") communicates our commitment to protecting the health and wellbeing of the public, our team and all those affected by the activities of Packed Lunch Studios (the "Organisation") during the COVID-19 pandemic. The Policy is a direct response to the social impact of COVID-19 generally and is in direct compliance with guidance laid out by the jurisdictions within which the Organisation operates.

A copy of the Procedure will be made available to the Personnel and to individuals on request, and located on the webpage. Any questions about the procedure may be directed to the Senior Leadership.

The Policy does not form part of employees' contracts of employment and may be amended by the Organisation at any time.

The Policy is set for at least quarterly review.

### POLICY STATEMENT

The Policy includes the measures the Organisation is actively taking to prevent the spread of COVID-19 and is susceptible to changes with the introduction of new guidelines and legislation. Where any major changes occur in guidelines and legislation in any particular jurisdiction in which the Organisation operates and the Policy does not yet adequately address these, the guidelines and/or legislation take precedence. The Organisation has overall responsibility for the effective operation of the Policy.

### POLICY ELEMENTS - STAFF

All staff and Trustees are required to following the following actions:

#### Sick Leave

- If you have cold symptoms - a cough, sneezing and/or a fever - or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office only after you have satisfied any mandated quarantine restrictions and have a negative COVID-19 test result.



### Work from Home Requests

- If you are feeling ill and are able to work, you can request to work from home.
- If you have recently returned from an area with a high number of COVID-19 cases, you will be asked to work from home for the mandated period of quarantine and return only if you are fully asymptomatic and have a negative COVID-19 test result. You will also be asked not to come into physical contact with any colleagues during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request to work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you are a parent and you have to stay at home with your child(ren), request to work from home. Follow up with your line manager to make the necessary work arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request to work from home. You will only be permitted to return after your family member has fully recovered and the mandated quarantine period has elapsed, provided that you are asymptomatic and have a negative COVID-19 test result. You will also be asked not to come into physical contact with any colleagues during this time.

### Travelling and Commuting for Work

- Work-related travelling is only permitted within government guidance and legislation, including commutes and business-oriented trips.

### Hygiene

- Use personal protective equipment ("PPE") in compliance with all guidance.
- Practice social distancing as mandated by guidance and legislation.
- Wash your hands for [twenty seconds](#) regularly, including after you use the toilet, after travelling, before eating and if you cough and/or sneeze into your hands.
- Cough and/or sneeze into your sleeve, preferably into your elbow, and if you use a tissue discard it properly and clean and sanitise your hands immediately.
- Open windows, where possible, for ventilation.
- Avoid touching your face, particularly your nose, eyes and mouth.
- If you find yourself coughing and/or sneezing on a regular basis, avoid close physical contact with others and take extra precautionary measures, such as requesting sick leave.
- Wipe down all work equipment with disinfectant before and after use.

### POLICY ELEMENTS - PUBLIC ENGAGEMENT

Whenever working face-to-face with members of the public, staff are required to:

- confirm their vaccination status as and when required;



- comply with guidance and legislation on PPE and social distancing for themselves and participants;
- comply with existing Organisation policies, building on these to adapt, where relevant, to comply in turn with and all relevant guidance and legislation concerning COVID-19;
- reduce unnecessary group interactions and moderate instruction approaches to suit, including reducing the number of people each person has contact with by using 'fixed terms of partnering';
- stagger arrival and departure, or start and finish, times where relevant and possible;
- ensure risk assessments are conducted fully in line with health and safety concerns regarding preventing the spread of COVID-19;
- erect barriers or create modular learning areas, where possible;
- use back-to-back or side-to-side working instead of front-to-front, where possible;
- be clear and transparent about areas of access, social distancing protocols and PPE requirements from the start, measures including hygiene inductions, signposting, independent work stations, floor demarcations and one-way-traffic directives;
- keep activity times as short as possible and efficient; and
- ensure equipment is either cleaned before and after use or, if this is not feasible, ensure the adequate provision of PPE to enable the equipment to be used safely.

## NON-COMPLIANCE

Any breach of, or failure to comply with, the Policy, will also be considered a breach of the Organisation's Safeguarding Policy and Health and Safety Policy.

## MONITORING

The Organisation will monitor the effectiveness of the Policy and review it from time to time in order to ensure it is achieving its objectives and is in line with UK law and international conventions. Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

## CONTACT US

For more information about our equal opportunities practices or if you have questions please email at [hello@packedlunch.org](mailto:hello@packedlunch.org) or write to Packed Lunch Productions, 7 Cooper's Yard, London SE19 1TN, United Kingdom

Implemented: May 2022

Updated: May 2023



Next scheduled review: May 2024