

Ownzone Covid-19 Policy and safe system of work

What is Coronavirus?

Coronavirus are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases. The latest corona virus disease is COVID-19.

Symptoms

The most common symptoms of COVID-19 are fever, tiredness and a dry cough. Some people may have aches and pains and a sore throat. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people recover from the disease without needing specialist treatment. However some can become seriously ill and develop breathing difficulties. Older people and those with underlying health conditions are more likely to develop more serious illness.

How is COVID-19 spread?

Covid-19 is mainly transmitted through direct contact with respiratory droplets rather than through the air. The droplets from the nose and mouth are spread when a person coughs or exhales. Other people can then catch COVID-19 by touching the objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person who coughs that has COVID-19.

Safe system of work for activities being undertaken at Ownzone

1. Anyone with any of the symptoms detailed above: New temperature, cough and sore throat cannot use Ownzone. They must self isolate for 7 days.
2. All persons working will adopt a high standard of personal hygiene. Hands must be washed thoroughly before and after each session. When entering the building, please ensure hands are washed and where possible use sanitising gel after. Ownzone has gel available on each floor and in each room, but please also bring your own if you have any.
3. It is important to maintain at least one metre distance, or 2 metres if viable, between yourself and anyone else (please see note 4 below). Please ensure the furniture in the room is arranged to your satisfaction to achieve this.
4. If providing close contact services, it is not possible to maintain social distancing guidelines. As a result, personal protective equipment in the form of a visor is required. This should take the form of a clear visor that covers the face and provides a barrier between the wearer and the client from respiratory droplets caused by sneezing, coughing or speaking. Visors must fit and be worn properly. It should cover your forehead, extend below your chin, and wrap around the side of your face. There is no requirement for your client to wear a mask or face covering, as it provides no additional benefit if a visor is worn.
5. When in the common areas of Ownzone (Reception, kitchen, stairwells, landings) it is now required that members and their clients **wear a mask if other people are present.**

6. Only members to use the kitchen and its facilities. All items used from the kitchen must be placed in the dishwasher for proper cleaning.
7. Any contact surfaces touched must be cleaned with antibacterial spray and disposable cloths or wipes to minimise the risk of infection. This must be undertaken every time the room is used. Spray and disposable towels will be available in each restroom and the kitchen.
8. You should avoid touching your eyes nose and mouth. Hands should be washed with soap and water for at least 20 seconds after each meeting.
9. If any client with an arranged session is known to have COVID-19 the meeting will not be able to take place until the person has self isolated for a period of 7 days.
10. All rooms must be sanitised and well ventilated before the client(s) can enter. Please ask your client(s) to wash their hands. Where possible windows should be opened whilst the rooms are in use.
11. Toilets should be cleaned and sanitised after use by clients.
12. The number of people on site should be kept to a minimum. Where possible only those with a booking should enter the building, family or friends should remain outside.
13. You need to ensure that there is time between clients to allow for the room to be thoroughly cleaned and for the air to flow.
14. If expecting more than one person, please arrange for them to arrive at staggered times to allow minimum gatherings of people in smaller spaces (e.g. Reception and stairwells).

The COVID-19 advice on the spread of the disease is evolving therefore government guidance will be checked to ensure safety measures are adhered to.