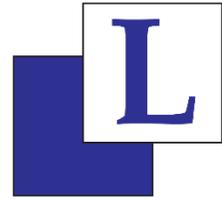


Coronavirus (COVID-19) policy



Policy brief & purpose

This policy includes the measures that The Leonardo Trust is actively taking to mitigate the spread of coronavirus. You are required to follow these rules diligently and to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. Please be assured that your private health and personal data will be treated with utmost confidentiality and sensitivity.

This Coronavirus (COVID-19) policy is susceptible to change with the introduction of additional governmental restrictions and guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all employees, students & volunteers who physically work in or visit our office. We strongly recommend remote working personnel to read through these requirements as well, to ensure we collectively and uniformly respond to this challenge.

Policy elements

Here, we outline the required actions employees should take to protect themselves and their colleagues from a potential coronavirus infection. Failure to comply with this policy may result in disciplinary action.

Sick leave arrangements:

- Follow all governmental guidelines, especially in relation to the wearing of face masks and social distancing.
- If you have covid, cold or flu symptoms, such as continuous cough, fever/high temperature, loss of taste or smell, or feel poorly, DO NOT VISIT THE OFFICE. You must request sick leave or work from home where possible.
- In the event you display any of the above symptoms, and in line with Government guidelines, the Centre Manager may require you to undertake a Covid 19 Test. Failure to do so will prevent your return to work and may result in disciplinary action.
- In line with government guidelines, you are required to self-isolate if you have had contact with someone who has tested positive. These instructions MUST be adhered to.
- If you have a positive COVID-19 diagnosis, you MUST NOT VISIT THE OFFICE. Return to the office *only after* you have fully recovered, including following the governments quarantine guidelines. The Centre Manager may require you to undertake a Covid 19 Test which produces a negative result. Failure to do so will prevent your return to work and may result in disciplinary action.

Travelling/meetings:

- All work trips and events will be cancelled/postponed until further notice.
- All meetings should be done virtually where possible. Where this is not possible you should discuss with the Centre Manager for prior approval of all face-to-face meetings. A risk assessment will be required, and extra PPE/other precautions may be necessary to mitigate against infection.

General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the **20 second hand-washing rule**. You can also use the sanitizers you will find within the building.
- Cough or sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean or sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- Use your own cup/mug and do not share items unless they have been cleaned/sanitized.
- Bring your own plate/utensils for food.

Vaccination:

- All employees, students & volunteers are strongly encouraged to have a covid 19 Vaccination as soon as you are invited to do so. Vaccination not only protects the vaccinated person but also those around them and it is essential that employees, students & volunteers participate in the Vaccination program.
- It is essential that employees, students & volunteers inform the Centre Manager when they receive their 1st & 2nd doses of vaccine. Evidence of vaccination may be required.
- If an employee, student, or volunteer is unable to be vaccinated due to health/pregnancy you will be required to provide written confirmation of this from your Doctor. Any difficulties in obtaining such written evidence must be discussed with the Centre Manager.
- Non-vaccinated employees, students & volunteers will be required to always wear a mask and a face shield when required. They may also be subject to restrictions on attending the office.
- Non-vaccinated employees, students & volunteers will be required to undergo twice weekly lateral flow Covid testing.