

TOWN AND CINQUE PORT OF HYTHE



Hythe Town Council
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COVID POLICY

www.HYTHE-TC.GOV.UK/POLICIES/HR

This Policy was adopted by the Council at its meeting held on: 26 April 2021

Minute 318/20

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET, HYTHE,
KENT. CT21 6BG



Policy Brief & Purpose

This company 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. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update this policy.

Scope

This coronavirus policy applies to all our employees and any contractors who physically work in our office(s) and HTC buildings. We strongly recommend our personnel read through this action plan 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 co-workers from a potential coronavirus infection.

Sick Leave Arrangements

If you have cold symptoms, such as cough/sneezing/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've had a negative PCR test and fully recovered.

Work From Home Requests

If you are feeling ill, but you can work, you can request to work from home.

If you have recently returned from areas with a high number of COVID-19 cases (Based on CDC announcements), we will ask you to work from home for 10 calendar days and return to the office only if you are fully asymptomatic. 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 a high chance 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 must stay at home with your children, request to work from home. Follow up with your line manager to make 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 to the office 10 calendar days after your family member has fully recovered, if you are asymptomatic, or have a doctor's note confirming you do not have the virus. You will also be asked not to come into physical contact with any colleagues during this time.



Traveling/Commuting Measures

In-person meetings should be done virtually where possible, by Zoom or if allowed in a well-ventilated room, with face coverings.

If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.

If you arrive back from holiday from a high-risk country as listed on the current Government website with increased COVID-19 cases, you will need to isolate at home and take a PCR test on or before day 2 following your arrival.

You are only permitted to leave isolation if this test result is negative. If your test result is positive, you will need to isolate for 10 days as required by law.

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 around the office.

Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.

Open the windows regularly to ensure open ventilation.

Avoid touching your face, particularly your eyes, nose, and mouth with your hands to prevent from getting infected.

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).

