**COVID-19 UPDATES FOR PERMANENT STAFF**:

The Government Guidance has changed, and this document is a reminder and amendment to our policies to prevent the spread of COVID-19 and protect each other

* From 16th August People who are fully vaccinated or aged under 18 and 6 months no longer need to self-isolate if they’ve had close contact with someone who has COVID-19
* Although no longer the law, we will continue to wear face coverings Front of House
* All staff to remain 2m away from each other
* Do not chat unnecessarily with staff members for prolonged periods inside or close together
* Suppliers are still not permitted to enter the kitchen- meetings to take place in the car part 2m apart and ideally wearing masks
* Continue to minimise contact with guests
* Use a CO2 monitor to check good ventilation (above 1500pp poor ventilation) and ventilate the hotel with opening doors and window as much as possible
* Maintain good cleanliness, good hygiene and good ventilation – follow our policies in place, do not relax just because of the vaccination programme
* Twice weekly LFD tests- ensure you have a back up pack – pick up at reception

**What are the symptoms of COVID-19 and what to do if you get symptoms?**

If you develop any of the following symptoms: a new continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell (anosmia), you should self-isolate and arrange to have a PCR test for Covid-19 either online or by phone by calling 119, even if your symptoms are mild.

Do not come to work if you have Covid-19 symptoms.

Do not return to work until you have a negative PCR test. This should be arranged asap and the hotel should be kept informed of your progress and result.

You should advise your Manager or Imogene or Robert as soon as possible.

If you have been fully vaccinated you will continue to receive your wages full time staff, if you are not vaccinated, you will receive statutory sick pay full time staff.

**What to do If you come into close contact with someone with Covid-19:**

If you are fully vaccinated or under 18 you do not need to self-isolate. If you are not vaccinated, you will need to self-isolate for 10 days and will only be paid statutory sick pay

If you are not isolating, you should be mindful during this time of others and limit social contact and wear PPE as much as possible, the hotel will also discuss with you a plan to keep you and others safe.

The hotel would also request you take a lateral flow test daily during this time

**Who is a close contact?**

A close contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after. This is when the virus can be passed to others.

**What to do if you test positive on Lateral flow test (LFD)?**

If you test positive on a LFD you need to arrange a PCR test immediately.

You should not come to work if you test positive on a LFD test.

If the PCR is negative, you can go back to work as this supersedes your LFD. If you test positive you need to self isolate for 10 days from the date of your PCR test (therefore this could be longer than 10 days altogether). Self isolation means not leaving your house.

Double vaccinated staff will continue to receive full wages, non vaccinated full time staff will only receive statutory sick pay.

**What happens if a member of your household tests positive for COVID-19?**

Please provide proof of the positive diagnosis to the hotel via email. Follow the track and trace guidance given- do not come to the Hotel until you have received guidance – call 119 for more information. Also speak to the hotel before arriving for your shift (ASAP so cover can be organised if necessary)

From 16 August, you will not be required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:

* you are fully vaccinated
* you are below the age of 18 years 6 months
* you have taken part in or are currently part of an approved COVID-19 vaccine trial
* you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.

NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate.

If you are not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, you will be advised to have a PCR test as soon as possible.

Contact the hotel to advise update and details of your PCR test arrangements. The Hotel can then create an individual plan.

You may be able to return to work at this point if the PCR is negative and you continue to take your LFD tests daily and isolate from infected members. If this is impossible you may still need to self-isolate. Speak to Rob or Imogene immediately before coming to work to create the return to work individual plan.

Fully vaccinated full time staff will receive their wages, non-vaccinated full time staff will receive Statutory sick pay.

**What happens if I don't self-isolate after testing positive for COVID-19?**

You could be fined if you do not stay at home and self-isolate following a positive test result for COVID-19, or if you are a contact of someone who has tested positive, and you are notified by NHS Test and Trace that you need to self-isolate.

In this instance the Hotel will investigate this behaviour and start a disciplinary procedure, possibly resulting in gross misconduct. This applies to part time and full-time staff.

**Taken ill at work, what to do?**

Staff member to go home as soon as possible. Staff member is to move to an isolated area/ room if they need to recover or wait to be picked up. If possible staff member to wear a mask. Full clean to be carried out after they leave using full PPE= apron, mask, gloves, bleach & fog area. Other members of staff to remain socially distanced.

Due to self isolating, our first aid officers may not be working. Ensure you undertake good working procedures and know where to find the first aid kits. If worried call 999 or 111 and record any incidents in the accident book

**Notes:**

Imogene and Robert will continue to work with the government guidelines to maintain good staff safety and so please bear with us whilst we fully get to grips with the changing rules! If you have a concern, please speak to Imogene or Robert directly so we can address your concerns.

We appreciate some staff will not be able to be vaccinated or are vulnerable persons, or live with vulnerable persons, if this is the case please speak to Imogene and Robert so we can discuss if we need to amend our policies to keep you and your families safe.

Thank you for all your good work if adhering to our policies and ensuring all our safety.