



## Coronavirus (COVID-19) Company Policy

### 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 practice in this unique environment. It is 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 you as soon as possible by email.

### Scope

This coronavirus policy applies to all practitioners who physically work at Ashcroft Therapy Centre and their clients, visitors and others entering the building.

To our remote working personnel, we strongly recommend that you 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 practitioners, their clients and visitors should take to protect themselves, their colleagues, and other clients from a potential coronavirus infection.

### Symptoms & Contact Risk

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, please do not come to the practice.
- If you have a positive COVID-19 diagnosis, you can return to the practice only after you have fully recovered.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), we will expect you to self-isolate for 14 calendar days, and return to the practice only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues or clients during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, we will expect you to self-isolate for 14 calendar days and not to come into physical contact with any colleagues or clients during this time.
- If you need to provide care to a family member infected by COVID-19, please do not come to the practice. You will only be permitted to return to the practice 14 calendar days after your family member has fully recovered, providing you are asymptomatic. You will also be asked not to come into physical contact with any colleagues or clients during this time.

Registered Office: College Farm Cottage, 5 Hopcraft Lane, Deddington, Oxon OX15 0TD

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## 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 hand sanitizers you will find around the centre.
- 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 of the centre.
- Avoid touching your face, particularly 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 colleagues and clients and take extra precautionary measures (such as staying at home until symptoms pass).
- Practitioners clean down the treatment rooms between each client and encourage clients to wash hands on arrival and use the hand sanitiser while at the practice.
- Ashcroft Therapy Centre has a regular daily cleaning regime in all public areas, bathrooms, and kitchens. This includes, light switches, door handles, and anything practitioners or the public may touch while on site. The Treatments rooms are deep cleaned weekly.
- PPE is worn by practitioners and staff while on site; the public are requested to wear face coverings while at the practice too.

*Disclaimer: This policy is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, County or UK Government laws and is not a legal document. Neither the author nor Ashcroft Therapy Centre will assume any legal liability that may arise from the use of this policy.*