

COMPTON DANDO PARISH COUNCIL POLICY ON DEALING WITH INFECTIOUS DISEASES

A) INTRODUCTION

Compton Dando Parish Council is committed to ensuring the health and safety of all councillors/clerk. To this end, this policy sets out steps that the Parish Council is taking in order to tackle the infectious disease, Coronavirus (Covid-19) outbreak.

B) INFECTION CONTROL MEASURES

We strongly encourage all councillors/clerk to follow these guidelines from the World Health Organisation on infection control, both whilst at work and in their daily lives. This includes:

- frequently cleaning their hands by using alcohol-based hand rub or soap and water
- when coughing and sneezing, covering mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing their hands
- avoiding close contact with anyone who has a fever and cough.

C) IF YOU DEVELOP SYMPTOMS

If you begin to display symptoms of the virus, you must follow government guidance to find out what to do next, which may involve internet and phone services. You should not go to your doctor's surgery. You must also notify the other councillors/clerk at the earliest opportunity.

D) COUNCILLOR/CLERK TRAVEL PLANS

The Parish Council accepts that some of its councillors/clerk will have plans to travel in the near future, including pre-booked and paid for holidays. Certain countries have been identified as having been severely affected by the virus and we would therefore ask that councillors/clerk consider, for their health reasons, whether travelling to these areas is the best thing to do. If a decision is made to travel, we ask that the councillor/clerk let the other councillors/clerk know of the countries to be visited so that their return can be managed appropriately.

We also ask all councillors/clerk to keep themselves up to date with government guidance on the countries which require self-isolation upon return, and bear in mind that this guidance can change on a daily basis.

E) PERIODS OF SELF-ISOLATION

The government is currently advising people to self-isolate if they have recently returned from certain countries even if they have no symptoms, which means staying at home and not having contact with other people. In the event that this applies to you, you must not attend council meetings during the isolation period. If you did not already inform the other councillors/clerk of travel to such countries beforehand, you must inform them before your intended return to council meetings. Keep in contact with the council during the period of self-isolation.

Some countries require self-isolation on return only where you display symptoms of the virus. If you do have symptoms on your return including a cough, fever or difficulty breathing, you should not attend meetings, follow government guidance on what to do next, which may include using internet or telephone services, and also follow normal sickness reporting procedures. In this situation, you will be treated as being on sickness absence.

If you return from a country which does not require automatic self-isolation, and you are displaying no symptoms, you should be prepared to attend meetings as normal. However, if there is a reason why you think you may have been exposed to the virus, you should let councillors/clerk know before you return to attending meetings.

F) COUNCILLOR/CLERK WHO CONTRACT THE VIRUS

If you contract the virus, you should take and follow medical advice on the length of your illness. The clerk is required to produce a medical certificate for illnesses lasting seven calendar days or more, however, the council appreciates that you are not likely to be in a position to obtain a medical certificate in usual timescales, therefore you should provide it as soon as is reasonably practicable. During your absence, normal sickness absence rules will apply and you will receive pay in accordance with our contractual sick pay subject to meeting qualifying criteria.

G) ATTENDANCE AT WORK - CLERK

Unless you have followed the usual reporting procedures in relation to sickness absence, are in self-isolation following government guidance or not attending work under the council's specific instruction, you are expected to attend work as normal.

H) TEMPORARY CLOSURE

As time progresses, it may become clear that the council is temporarily unable to continue its meetings as normal. Whilst the council will do everything it can to ensure that this does not happen, the council may be left with no option but to place the clerk on lay off, or short time working. During this period, the clerk's pay will be reduced accordingly and the clerk may receive statutory guarantee pay in line with statutory provisions.

Approved at the 17th March 2020 Meeting

Signed.....

Date.....

Signed.....

Date.....

To be reviewed as necessary.