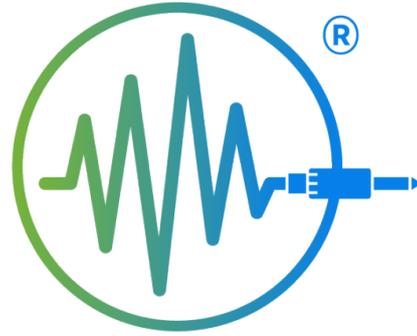


LISA LASHES
SCHOOL *of*
MUSIC



IN ASSOCIATION WITH PTS TRAINING ACADEMY

Viral Epidemic or Pandemic Policy

1. Introduction

- 1.1 Some infections such as some strains of influenza, SARs or the coronavirus are highly infectious viral illnesses that have the capacity to spread rapidly. When a new viral strain emerges, one of the following situations may occur:
 - A serious epidemic – where a disease infects a significantly greater number of people in the area than is usual, or
 - A pandemic – which is an epidemic of global proportions
- 1.2 Such an illness will spread rapidly because people will not have any natural resistance to it. It is difficult to predict the scale, severity and impact of a serious epidemic or pandemic, but research suggests that in the case of a pandemic, it could affect the entire country and that up to half the population could develop the illness. There could also be more than one way of the illness.
- 1.3 During a serious viral epidemic or pandemic, the Lisa Lashes School of Music’s overall aim will be to encourage our staff to carry on as normal if they are well, while taking additional precautions to protect them from exposure to infection and to lessen the risk of spread to others.
- 1.4 In terms of business continuity, this means that we will seek to sustain our core business and services as far as is practicable and therefore we will continue to operate largely within the existing framework of company policies and procedures. However, the company recognises that during such times some additional provisions will be required to support staff.

2. During a Serious Epidemic or Pandemic

- 2.1 During a recognised viral epidemic or pandemic, the Lisa Lashes School of Music will implement the following measures:

2.2 Risk Assessment:

Regulation 10 of the Management of Health & Safety at Work requires the Lisa Lashes School of Music to provide comprehensible and relevant information to employees on the risks of Health & Safety, by way of a Suitable and Sufficient Risk Assessment. The risk assessment will take into account Government and PHE advice/guidance, provision of PPE and will be reviewed on a regular basis.

2.3 Communications:

During the period of a serious epidemic or pandemic regular guidance and sources of information and support will be made available via line managers/supervisors, noticeboards, the company’s Intranet and website. Staff should monitor these sources closely to stay up to date with what is happening within the workplace and what action is being taken to ensure the company meets its obligations to staff, customers and other stakeholders.

2.4 Additional Hygiene Arrangements:

Before resuming operations, the Lisa Lashes School of Music will undertake a deep clean of the premises, work surfaces and equipment.

- The company will provide antibacterial sanitiser located throughout company premises and staff will be required to use these regularly.
- All surfaces, door handles, banister rails, telephones, computer keyboards, etc., will be cleaned more frequently.
- All waste bins will be emptied daily.
- Staff are required to always use clean tissues to cover their mouth/nose when they cough/sneeze (and not to use cloth handkerchiefs or re-use tissues) and to wash/sanitise their hands regularly and thoroughly after coughing or sneezing.

2.5 Students:

- In student-facing areas the Lisa Lashes School of Music will provide antibacterial sanitiser, disposable tissues and covered bins for use, and notices will be posted to require students to use these items.
- Where possible, some separation between our staff and students will be encouraged for example by use of physical barriers. Please note that it is not company policy to issue or allow the use of face masks, however should staff or students feel more confident in wearing face masks, the Lisa Lashes School of Music will take the view that student/staff confidence outweighs negative connotations of appearance.

2.6 Visitors:

- Visitors to company premises will largely be discontinued except in exceptional circumstances for the duration of the epidemic/pandemic. COVID-19 symptom notices will be placed at all entrances to the premises.
- Visitors will be asked if they have any symptoms before being allowed into company premises and if they do, they will be refused entry.
- Visitors will be asked to sanitise their hands before entering the company premises.
- Visitors should be confined to meeting rooms, maintaining social distancing protocols.

2.7 Face to Face Meetings:

- Travel should largely be avoided unless absolutely essential and in particular if it involves the use of public transport.
- Face to face meetings should be avoided and use of telephone/teleconferencing/email facilities should be encouraged.
- In exceptional circumstances where face to face meetings are unavoidable, the Lisa Lashes School of Music's designated meeting rooms should be used which will have sanitiser pumps/tissues/waste bins provided and will be cleaned daily, and social distancing protocols will be maintained.

2.8 Staff Identified as Potentially At-Risk:

- Staff at risk of developing viral-related complications (e.g. pregnant workers and those with compromised immune systems) will be reassigned to work from home.

3. Staff with symptoms

3.1 The most significant symptoms of a viral illness generally are the sudden onset of: fever, cough or shortness of breath; other symptoms may include: headache, tiredness, chills, aching muscles, sore throat, runny nose, sneezing, loss of appetite. Specific viral infections may produce a different range of symptoms; the Lisa Lashes School of Music will ensure that the symptoms of the current illness are clearly identified to staff.

3.2 Whilst at Work:

If a member of staff feels ill with symptoms consistent with the illness, it is important that they do not simply carry on working. They should report their illness immediately to their line manager and if the symptoms are consistent with the illness, they will be set home, advised to contact their GP (if appropriate) and told not to return to work until the symptoms have cleared and their GP has confirmed they are no longer infectious.

3.3 Whilst not at Work:

If they develop symptoms whilst not at work, they should adhere to the following advice:

- Inform their line manager that they are ill using the recognised process
- Stay at home and rest
- Not to go to work until they are fully recovered and their GP has confirmed they are no longer infectious.

3.4 As part of the reporting procedures, the line manager will seek the permission of the employee to inform their colleagues that they are suffering from the illness. This is really a private matter for the individual but allowing colleagues to know about it will allow them to look out for early symptoms in themselves, and also allow any who may be at-risk in some way (e.g. pregnant) to seek medical advice.

4. Staff Who Have Difficulty Attending Work (where they don't have symptoms)

4.1 In general staff will have no right to refuse to attend work during an epidemic/pandemic unless there is a clear health and safety risk. Their employment contract will oblige them to carry out their normal duties and refusal to do so may put them in breach of their contract. However the Lisa Lashes School of Music is aware that Section 44 Employment Rights Act may apply, should there be, in the opinion of the employee, that the prevailing circumstances represent a real risk of serious and imminent danger, and in such event the employee should raise the issue with their immediate line manager.

4.2 Public transport is shut down:

Where an employee has difficulty getting to work because of a failure in the public transport system due to the epidemic/pandemic, then they will be encouraged to seek other methods of getting to work. In exceptional circumstances it may be possible for some staff to work from home during this period of difficulty, to vary their start and end times, or to take annual or unpaid leave. Employees will not be paid if they fail to turn up for work and should discuss the options with their line manager as soon as possible.

4.3 The employee reports that a member of their household has been diagnosed with the illness but they themselves are OK and would be willing to attend work:

The Lisa Lashes School of Music recognises it has a duty of care to others in the workforce and the individual will be advised to remain at home until the ill relative is no longer infectious, however the company might wish to discuss the possibility of the employee working from home is possible. Under these circumstances the employee will receive their full pay as if they had been working normally.

4.4 The employee reports that their child or other dependant has the illness and they are unable to arrange care at short notice:

Under these circumstances the Lisa Lashes School of Music recognises that the employee has a statutory right to a reasonable period of unpaid time off to care for these dependants. This is limited to sufficient time off to deal with the immediate issue and to sort-out short-term caring arrangements; the individual should discuss their situation with their line manager. The Lisa Lashes School of Music will, in these circumstances, allow a reasonable amount of unpaid time to be taken. However, if the sick individual is a member of the employees' household then the provisions of 4.3 above would apply.

4.5 The employee asks not to attend work because of fear of contracting illness:

The employee is contractually bound to attend work, and not doing so in these circumstances may be dealt with through the company disciplinary procedure. However, if the Lisa Lashes School of Music is convinced that the individual has psychological or physical reasons whereby, they should not attend, then it may be decided to agree to a period of annual/unpaid leave or working from home arrangement with the employee concerned.

4.6 The employee has school-age children and the school due to the epidemic/pandemic:

The provisions of 4.4 above would apply.

5. Working Flexibly

5.1 The impact of any epidemic/pandemic will normally mean an increased workload due to a reduction in the actual staff available to work. It will be therefore be essential that we maximise the capacity of our available workforce by asking staff to work more flexibly and/or differently. Therefore, the company reserves the right to ask staff to undertake one or more of the following options:

- Work additional hours to cover for sick colleagues
- Work more flexibly as required
- Work in a different job role for a period (with appropriate training)
- Work from an alternative location, or from home if appropriate
- Cancel planned annual leave

- 5.2 The use of these flexible work practices will vary depending on the seriousness of the staff shortages and the needs of the business at that time. Staff will be paid based on the additional hours and responsibilities they undertake.

6. Post Epidemic/Pandemic Considerations

- 6.1 After the first wave of such an illness the company acknowledges that staff will need time to completely recover their full fitness and performance levels. Managers will ensure that staff who had been asked to work extended hours, or were denied their planned leave are given annual leave where at all possible. However, the possibility of subsequent waves has to be kept in mind and the Lisa Lashes School of Music will discuss with staff the lessons learnt from the current epidemic/pandemic and continue with the preparations required to cope with subsequent waves.

Date: 30th May 2020

Name: Lisa Rose-Wyatt

Signature: *Lisa RoseWyatt*

Position: CEO at Lisa Lashes School of Music

Reviewed by: Michael Haynes

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