



**OxfordAgainstCutting**  
StopFemaleGenitalMutilation

## Corona Virus Policy

### Statement:

As an organisation, Oxford Against Cutting (OAC) is following guidance that is currently coming from the government and World Health Organisation. In light of the continuing spread of the corona virus, this policy outlines what OAC as an organisation is doing and what will happen in certain circumstances if you need to take time off.

### Good Practice

- We will follow UK Government Guidelines as set out on the UK Government website in all respects, and undertake a risk assessment for all activities that involve face to face contact.
- Risk assessments will include identification of those at high risk of COVID 19, and introduction of procedures to safeguard them with appropriate measures.
- Where a face to face activity requires PPE we will undertake to provide you with the appropriate items.
- When necessary we will introduce additional training on infection prevention and control measures needed to work safely at the locations where services are delivered, including the safe donning and removal of PPE.
- We will undertake to ensure there is sufficient supply of PPE, recording and documenting the source of these supplies.
- We will ensure procedures and supplies are in place for adequate cleaning and disinfection of surfaces and equipment, and if necessary provide further training for employees/volunteers to ensure the most effective methods of cleaning are carried out.
- We will make sure that everyone's contact numbers and emergency contact details are up to date.
- We will ensure that everyone is aware of the symptoms of the virus which are fever, cough and shortness of breath.
- We will advise that everyone should be washing their hands regularly for about as long as it takes to sing happy birthday twice.

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- If we are visiting places such as schools, we will ensure that there are clean places to wash your hands with hot water and soap, as well as tissues, and/or that there are hand sanitising stations available for your use.
- We will consider if any planned or future travel on behalf of OAC (to events, schools, large meetings, etc) is necessary at this time.
- If meetings are held outside, we will provide any PPE needed, and we will expect facilitators to adhere to social distancing rules as set out by the UK government. You will only be asked to attend outside meetings if you feel comfortable doing this; we will not put any pressure on you to attend such meetings.
- We will keep you updated on actions being taken to reduce the risk of exposure during work carried out for OAC.

## Payments

If you have been diagnosed with the Corona virus you must inform us as soon as possible. We will expect you to be off for 14 days (or more if needed). We cannot offer sick pay entitlement unless this is in your contract. This also applies if you are not sick but cannot come to work because you are in self-isolation or quarantine because you have been told by a medical expert, or you are abroad in an affected area. In this instance you must inform us as soon as you possibly can.

If OAC asks you not to work because you have returned from an affected area, for example, then we kindly request that you respect this decision.

Equally, there will be no pressure on anyone to join/facilitate events if they are not comfortable or if they are concerned for vulnerable people in their networks.

You will be entitled to take time off work to help someone who depends on you in an unexpected event or emergency, such as:

- If you have children that you need to look after or arrange childcare for because their school has been closed.
- To help your child or another dependant, such as an older family member, if they're sick or need to go into isolation or hospital.

In these instances, if an employee can work from home, they will be paid their normal salary.

## If someone becomes unwell at work

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If someone becomes unwell whilst working with OAC (at a workshop or event, for example) and has recently come back from an area affected by corona virus, or has been exposed to someone with the virus, they should:

- Get at least 2 metres (7 feet) away from other people
- Go to a room or area behind a closed door
- Avoid touching anything
- Cough or sneeze into a tissue and put it in the bin, or if they do not have tissues, cough and
- sneeze into the crook of their elbow
- Use a separate bathroom from others, if possible
- Call NHS advice on 111 using their own mobile phone to get advice on next steps

**If someone in the team is confirmed to have the virus**

The Public Health England health protection team will liaise with the CEO to:

- Discuss the case
- Identify people who have been in contact with the affected person
- Carry out a risk assessment
- Advise on any actions or precautions to take

**If you have any concerns please speak to Kate Agha or Faith Oyegbile**

Please sign below to confirm you have read and understood this statement, and that any questions you may have were answered, before undertaking any face to face activity on behalf of Oxford Against Cutting. Digital signature is acceptable.

Name .....

Signed .....

Date: ..... Mobile No: .....

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