



COVID POLICY
VERSION NUMBER: 2
ISSUE DATE: 07/06/2022

Policy Commitments

Northern Edge Studio is committed to maintaining the health and wellbeing of our staff, clients, and public in relation to COVID.

Responsibilities

Northern Edge Studio will:

1. Regularly clean and sanitise surfaces
2. Encourage mask usage for staff who feel unwell or are recovering from covid/illness
3. Provide hand sanitiser within the office
4. Limit use of staff bathroom
5. Regularly communicate with all team members regarding the requirement to not attend the practice if they have any symptoms consistent with COVID-19, regardless of how mild, and will encourage testing in line with local public health unit advice
6. Physically distance within the office space
7. Provide training as required
8. Support any team member who tests positive for COVID-19, or is identified as a close contact or is required to self-isolate – including by making them aware of their leave entitlements and providing solutions to work from home

Staff will:

1. Manage own symptoms and if unwell, take a covid test and report results
2. If positive, quarantine as per government regulations
 - a. Work from home options will be made available if required
3. Maintain own hygiene through sanitising hands and maintaining clean workspace
4. Complete any necessary training
5. Wear masks and sanitise hands when attending client meetings, site visits, and meeting with contractors and suppliers as necessary

If a member of our team tests positive, we will:

1. Contact the local public health unit and follow their advice
2. Follow the direction of the local public health unit regarding cleaning of the practice
3. Ensure the team member does not return until they meet the criteria for release from isolation, and as instructed by the local public health unit
4. Assist the local public health unit in contact tracing by providing records of all patients, team members and visitors who have attended the practice during the period in which the team member was potentially infectious (as defined by the local public health unit).
5. If necessary, close the office and continue working from home, with staff returning after testing negative

Application

This policy applies to Northern Edge Studio and New Northern.

For general work health and safety, please refer to the “Workplace Health & Safety Policy”.

Northern Edge Studio provides this policy to all staff, contractors, sub-contractors, and interested parties upon request.