



Pandemic Safe Working Policy

Boxley Parish Council will comply with the latest Government issued advice at all times.

The current policy reflects best practice and directives applying during the COVID pandemic. In the event this policy needs to be enacted it will be reviewed to ensure it complies with the latest Government issued advice.

The health and wellbeing of Boxley Parish Council staff, Councillors and visitors is of the utmost importance to us, whether it be within our Offices, Hall, or Open Spaces. We have made a number of changes to enable our staff to work remotely, when/if required for the duration of isolation set out by the relevant health authority. Anyone who falls in the 'high risk' category for infection will work from home 100% of the time.

Self-Isolation:

Anyone who meets one of the following criteria should not come to work:

- Has a high temperature, a new persistent cough, difficulty in breathing, aches and pains, loss of smell and taste and follow the guidance on issued by the Health Authority
- Returns from a country or area that requires a mandatory period of self-isolation in accordance with a Government directive.
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.

Procedure if Someone Falls Ill:

If a member of staff or Councillor develops symptoms while on BPC premises, they should:

- Inform their Line Manager or the Parish Council Chairman
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- The areas visited and touched will need to be disinfected.

Hall and Parish Office:

- The Office will be adapted to enable staff and Councillors to work safely and maintain social distancing. Staff not able to be in the office can work from home. Remote access has been set up for all laptops to enable this
- Perspex screens will be put in place to protect staff from visitors.
- Regular cleaning of common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, door handles, telephone handsets, desks, particularly during periods of use will be undertaken.

Hand Washing:

- Soap and fresh water will be readily available and will be kept topped up at all times.
- Hand sanitiser will be provided for staff, Councillor and visitor use

- Regular cleaning of the hand washing facilities and checks of the soap and sanitiser levels will be undertaken
- Suitable and sufficient rubbish bins for hand towels with regular removal and disposal will be provided.

Cleaning:

- Ensure that rubbish is removed regularly.

General Principles:

- Non-essential work that requires close contact between workers will not be carried out
- Work requiring skin to skin contact will not be carried out
- All other work will be planned to minimise contact between workers

Meetings

- Parish Council Meetings will be held in person in the Acorn Room at Beechen Hall. In the event of this not being possible the Council will revert to it's business continuity plan in using virtual meetings.
- Rooms will be well ventilated / windows opened to allow fresh air circulation
- The Acorn Room will be deep cleaned after every meeting

Open Spaces

- Playgrounds will be opened/closed and appropriate signage put in place depending on Government guidance at the time.
- Allotments will be opened/closed with appropriate signage in place depending on Government Guidance at the time.

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Adopted by Council September 2025