Trainual

Coronavirus (COVID-19) Policy [Template]

Originally built as an in-app Trainual Template—content published for free use.

FIRST THINGS FIRST — Save This To Your Own Drive To Edit (File > Make A Copy)

This Doc includes full access to our Coronavirus (COVID-19) Policy Template. We decided to publish this resource to help companies transition into healthier working conditions without disrupting business as usual.

For more templates and tools to make sure going remote is as seamless as possible, check out the "Resource" tab on our website or start your 7-day free Trainual trial today.

Disclaimer:
The information in this template is for general information and education purposes only. It is not intended to provide specific advice about how to structure your organization within Trainual, neither should it be used as a substitute for legal advice on potential company processes and/or policies.

How To Use This Template

Save This To Your Own Drive To Edit (File > Make A Copy)

This template provides a basic structure for a Coronavirus (COVID-19) Policy Policy. After saving a copy to your Drive, this Doc becomes fully editable. We suggest adding, changing, rearranging, or deleting content to suit your needs.

We recommend that members of your HR team review the content of this Subject before it is published to ensure accuracy and policy compliance.

If you have any questions about how to use this template, please email us at support@trainual.com

Note: This template requires customization. Please be sure to update it with your relevant company information and policies.

Section 1: Purpose

Insert a purpose for this Topic. It should be clear and explain why this Topic is important, what the participant will gain from completing it, and why this is valuable to your organization.

Example

Coronavirus (COVID-19) is now officially classified as a pandemic and is affecting lives and work around the globe. We want you to know what we are doing as a company to protect you and your families and mitigate the spread of this illness. This Subject will explain these measures and how you can assist us in our efforts to promote a safe and healthy environment both at work and at home.

NOTE: This Subject may be updated as new information is made available from local health and governmental bodies. You will be notified when updates are made.

This policy applies to all employees regardless of where or in what capacity they work.

You can learn more about the prevention of COVID-19 at the following addresses:
- https://www.who.int/emergencies/diseases/novel-coronavirus-2019
- https://www.cdc.gov/coronavirus/index.html
- https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov

Section 2: Targets

Insert the Targets for this Topic using the following format. These should be both **clear** and **measurable**.

Example

When you are done with this Topic, you will be able to:
- Explain how to protect yourself and others against Coronavirus
-

Section 3: What is Coronavirus?

Edit the example below or replace it with your own.

Example
Per the World Health Organization (WHO), Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East

Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Standard recommendations to prevent infection spread include regular hand washing, covering mouth and nose when coughing and sneezing, thoroughly cooking meat and eggs. Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.
_____
Source: https://www.who.int/health-topics/coronavirus

Section 4: Prevention & Protection against Coronavirus

Edit the example below or replace it with your own.

Example
Watch this video from the World Health Organization on what people can do to project themselves from contracting or spreading the virus:
https://www.youtube.com/watch?v=bPITHEiFWLc&feature=emb_title

The following required actions should be observed by all employees in order to protect themselves and others from Coronavirus:

I.   General Hygiene
- Employees should practice good hygiene by:
  - Regularly washing hands with soap and water for at least 20 seconds.
  - Coughing/sneezing into a tissue, or upper sleeve, not in hands.
  - Avoid touching eyes, nose and mouth with hands.
  - Avoiding contact with anyone with respiratory illnesses of any kind
- We will routinely clean and disinfect all frequently touched surfaces including:
  - Work stations
  - Countertops
  - Door knobs/handles
- We will provide tissues and disinfecting disposable wipes.

II.   Illness

- Employees who are sick especially with cold or flu symptoms such as coughing, sneezing, or fever should remain home and seek medical attention immediately.
- Employees with sick family members should stay home.
- If an employee becomes sick at work, they will be separated from other employees and sent home.

III.   Work From Home
- If an outbreak becomes severe enough, a mandatory "Work from Home" policy may be put into effect and will continue until conditions improve well within healthy limits per local health and/or governmental bodies.
- If an employee needs to care for a family member who has been diagnosed with COVID-19, they will be required to work for at least [#] days after the family member has fully recovered and it has been determined by a medical professional that the employee has not been infected.

IV.   Travel
- If an outbreak becomes severe enough, employee travel may be partially or fully restricted until conditions improve.
- We will leverage the use of virtual meeting technologies to continue work that would normally be conducted onsite.
- If an employee has recently returned from any area with a high number of COVID-19 diagnoses, they will be required to work from home for at least [#] calendar days and may return to the office if no symptoms have presented themselves.

[Click here](#) **for more prevention measures from the World Health Organization.**

Section 5: If you have been diagnosed with Coronavirus

Edit the example below or replace it with your own.

Example
If an employee has been diagnosed with COVID-19, they may not return to the office until after full recovery has been confirmed by a medical professional. No exceptions!!!

We recognize that a diagnosis does not mean an employee is unable to work. Therefore, until full recovery is confirmed, if the employee is able to work, they may do so from home, per approval of their immediate manager.

Section 6: Recap

Recap the Targets for this policy using the following format. These should be both **clear** and **measurable**.

Example

You should now be able to:

- Explain how to protect yourself and others against Coronavirus
-

If you feel unclear about any of these targets, please go back and review.

If you need further assistance, please contact this person at this email address.

Last updated 07/2020