



## COVID-19 VACCINATION POLICY

The WEL Energy Trust's COVID-19 Policy will, in the main, align with the policy of our Landlord, Perry Group and will be reviewed regularly as the COVID-19 situation evolves.

- Effective from Tuesday 7 December 2021, **all staff, Trustees and visitors to the Trust office will be required to be fully vaccinated.**
- The Trust is responsible for communicating to potential visitors that the Trust office is a fully vaccinated site (eg, by addendum to email signatures, phone calls to expected visitors and service providers, etc).
- Perry Group has added posters to the entry points at Perry House and all visitors must register their visit by logging in to the SwipedOn Visitor Management System at Reception, where they will be asked to confirm their COVID-19 vaccination status.
- Trust staff, and in some instances Trustees if they are holding meetings at the Trust office, are responsible for receiving their own visitors to the Trust and ensuring that the log-in process is followed (Perry Group will not be in a position to manage this for all organisations across the site).
- Any unannounced visitors to the Trust who are not able to provide evidence of their vaccination status will be asked to telephone the Trust office and/or arrange a virtual meeting, and will not be permitted entry.
- The current health measures within Perry House must be maintained, as outlined below:
  - a. Office/Staff**
    - i. All staff MUST sign in on the iPad or the phone app (this is now a legal requirement).
    - ii. Staff should stay at home if unwell.
    - iii. Wash hands and/or use hand sanitiser regularly.
  - b. Reception**
    - i. Visitors should be kept to a minimum. Make maximum use of non-contact communication (phones, email, Zoom, etc).
    - ii. All visitors will be required to use hand sanitiser on arrival and sign in as usual. Along with their vaccination status, the sign in process requires the visitor's mobile number (for contact tracing) and a declaration that they are not unwell and have not travelled overseas in the last 14 days.
    - iii. Keep a two-metre distance from clients/visitors.
  - c. Meeting Rooms**
    - i. Chairs should be arranged to ensure a two--metre distance between attendees, thus limiting the amount of people allowed in the meeting room.
    - ii. Surfaces in meeting rooms will be disinfected throughout the day.
  - d. Kitchen**
    - i. Please be patient when navigating the kitchen appliances, benches and table, while adhering to the two-metre distance rule.
    - ii. Wipes or spray will be available to wipe down the coffee machine after use.
    - iii. Benches and table/chairs will be disinfected throughout the day.
    - iv. Everyone must place their own dishes straight into the dishwasher after use.