



## Coronavirus Response Plan

Version 1.0 | Last updated: March 16th 2020

At OURMALA, the safety and health of our people always comes first. This includes those our charity exists to support, people who are seeking asylum or have refugee status (our beneficiaries) as well as our volunteers, staff, partners and colleagues and friends in our community.

For the purpose of this plan, 'team' refers to the 81 people working with OURMALA: paid staff, freelancers, volunteers and trustees.

This plan sets out:

1. Our advice to our team and beneficiaries
2. Where there is a diagnosed or suspected case of Coronavirus in our beneficiary or team population or someone a member has been in contact with
3. Our policy around sick leave related to Coronavirus
4. Overview and purpose of our Coronavirus Response Team

To read more about our response in the context of our work, please see the [blog](#) on our website. You may also be interested in our *Coronavirus Response: Actions Timeline*.

OURMALA is committed to transparency. This plan will be updated and shared on our website by OURMALA's Coronavirus Response Team if there are any significant updates.

OURMALA is committed to taking all actions necessary to prioritise the safety and health of our beneficiaries and team and to delivering our charitable objectives to the best of our ability throughout the time we are also responding to the Coronavirus risk.

We aim to resume delivery of our usual charitable activities as soon as we are confident it is right to do so. Meanwhile, we will draw upon the resourcefulness, experience and good spirit of our team to support our beneficiaries and one another.

### Summary of actions taken so far:

- Creation of a response team (March 11th)
- All programmes suspended till after Easter, planning to resume w/s April 20 (March 12th)
- All staff working from home (March 16th)

## 1. Our advice to beneficiaries and all team members

We have communicated with all of our team to let them know our commitment, which is to undertake to:

- Keep our team and community updated on actions we are taking to reduce risks of exposure at work and at our Yoga and English programmes
- Update our team via email if there are any significant changes in the NHS or Government advice that impact our work
- Keep our team's contact and emergency contact details up-to-date
- Make sure everyone knows how to spot the symptoms of Coronavirus
- Encourage everyone to wash their hands regularly and thoroughly
- Make sure all Yoga teachers, English teachers and Frontline volunteers know how to use our 'Of concern' form to report any concerns, issues or incidents

**For beneficiaries:** our Yoga and English teachers and frontline volunteers talked about the virus with everyone and shared practical [NHS Guidance](#).

**For our team:** we have asked all to take the time to read this [NHS Guidance](#) and this other advice from the government, which concerns our work settings: [Government advice for social or community care settings](#). We have made it clear that it is their responsibility to revisit this advice, which is likely to change over time, and take the actions to keep themselves and their loved ones most healthy and safe.

We also shared the BBC's informative podcast called '[The Coronavirus Podcast](#)'.

## 2. Where there is diagnosed or suspected case of Coronavirus in our beneficiary or team population or someone a member of these populations has been in contact with

As far as possible, we will identify the timeline, location and degree of contact that may have occurred between that individual and other beneficiaries / our team members.

We will then endeavour to contact all of those individuals in our beneficiary and team populations to let them know and ask them to take actions aligned with the most up-to-date government and NHS advice.

Please note that to protect the health of our beneficiaries and team as far as possible, all programmes for beneficiaries have been suspended since March 12th and all staff are currently working from home. The situation is being closely monitored and we will update this plan when arrangements change.

If any of our beneficiaries, team members or individuals they have been in contact with have a suspected or confirmed case of Coronavirus, we have asked them to let OURMALA know so we can implement the above measures immediately.

## 3. Our policy around sick leave related to Coronavirus

This policy applies to any member of our office team diagnosed with the Coronavirus:

- We will ask them to take actions aligned with the most up-to-date government and NHS advice.
- If that staff member is required to self-isolate, we will ask them to undertake work from home while in self-isolation only if they are well enough to do so, following our guidance on working from home and discussing with their line-manager what tasks they might be able to do in this time. If they are not well enough to work, we would ask them to rest and take care of themselves, keeping in touch with us as they feel is most supportive for them.
- We will apply our sick leave policy which allows for full pay for up to 30 days and half-pay for the 30 days thereafter. After this point, statutory pay would be applied.
- We will not require evidence from a doctor of an order to self-isolate but would ask that clear timelines be provided as to when self-isolation should end.

#### **4. Overview and purpose of our Coronavirus Response Team**

##### **Overview:**

The response team is deliberately small to ensure we work most efficiently and effectively. So far, it comprises Stacey Adams (trustee), Emily Brett (CEO), Fiona Dolman (Chair of our board of trustees), Francesca Grandi (Yoga teacher representative) and Ann Hallwood (Frontline volunteer representative). We are seeking representation from our English teacher team and are looking at how best to seek representation from our beneficiary population.

##### **Purpose:**

- To enable appropriate and timely response to the Coronavirus inline with government / NHS guidance
- To create a dedicated space to discuss any feedback from Yoga teachers, English teachers and frontline volunteers to enable appropriate action
- To make sure Yoga and English teachers and frontline volunteers are directly involved in decision-making

##### **Commitment:**

- WhatsApp group membership
- Discussion / online meetings are taking place on an essential only / as-need-be basis.
- We may arrange online meetings to talk through anything more efficient to do that way. As this is a voluntary position, the expectation is to join in as much as possible but we understand everyone has other commitments too.
- If the virus risk escalates, we will likely have one or two daily check-ins at a set time via WhatsApp messaging or a WhatsApp / online meeting.

[End]