

# Managing Respiratory Infections

Updated November 2025  
Next review due November 2026

This policy replaces the specific reference to COVID-19 in our Risk Assessments. We continue to ensure compliance with requirements for cleaning, ventilation and welfare facilities in the Workplace, and will update this policy in line with Government Guidance.

## Symptoms

Symptoms of COVID-19, flu and common respiratory infections include:

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick

Whilst these are common symptoms, this list is not exhaustive, and symptoms can vary. You can find information about symptoms on the [NHS website](#).

## Preventative Action

### Vaccination

Guidance is available through the NHS on the [vaccines that are available](#).

### Fresh Air

Bringing in fresh air can help to reduce the concentration of respiratory particles, lowering the risk of airborne transmission of respiratory viruses. We continue to monitor air quality in the Studio with the use of a Co2 monitor installed in the Studio and encourage the team to keep the spaces well-ventilated where possible. When activated to demonstrate unhealthy levels, windows will be opened to improve ventilation.

### Keeping the workplace clean

Team members are supported with maintaining a clean working environment with the provision of cleaning products, soap and hot water and sanitation facilities in the Studio and Office.

When washing hands and other items such as cups etc we continue to encourage the use of disposable paper towels or electrical driers.

On-site toilets are shared facilities and handwash is available for use. The facilities are maintained by the landlord. Any concerns or issues can be reported to ACME on 020 8981 6811.

### What to do if you have symptoms

If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell. When returning to the workplace, please continue to practice good hygiene and consider wearing a face covering while still experiencing mild symptoms without a fever.

It is particularly important to avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections, especially those whose immune system means that they are at higher risk of serious illness, despite vaccination.

Try to work from home if you can. If you are unable to, talk to your manager about options available to you, and how we can best support you.

If you are at risk of serious illness from COVID-19, you are advised to:

- ensure you have had all of the vaccines you are eligible to receive
- continue to follow any condition-specific advice you may have been given by your specialist

Advice on 'keeping yourself safe' can be found on the <https://www.gov.uk> website.