

**Title: Approving Covid-19 related Covid-19 Operating Policies, Policies and Risk Assessments (COPPRAs)**

### Introduction

All COPPRAs developed in regard for the current crisis must follow an approved process.

### Approvals process:

1. Staff identifies a need for a Covid-19 RA or Operating Procedure
2. Staff discusses need with Covid-19 Compliance working group (WG) member
3. Staff completes a draft COPPRA within the template format and submits to WG
4. WG approves COPPRA or makes recommendation for amendment.
5. Any amendments are made
6. WG approve COPPRA
7. For any new or amended RA, CEO or designate signs off (no SMT sign off for Policy or COPs).
8. Relevant COPPRA stored on T:Drive/Governance/Covid-19 and goes into the evaluation system for quarterly review.

**Review date:** 2/10/20

**Previous review date:** 19/06/20

Version  
control:

V1.0

Regular washing of hands with soap and water for at least 20 seconds is mandatory.

