

## Coronavirus (COVID-19) – SALSA Statement

### Objective

To provide SALSA Members, auditors and stakeholders with guidance on SALSA's policy and procedure regarding Coronavirus (COVID-19)

### Background

Coronavirus (COVID-19) is a new strain of coronavirus first identified in Wuhan City, China in December 2019.

The symptoms of this new Coronavirus (COVID-19) include high temperature, dry cough, sore throat, or muscle aches. The current evidence is that most cases appear to be mild.

SALSA is committed to protecting the health of our clients, representatives and staff. As such, we will direct our staff and our members to take action to help prevent the spread of Coronavirus disease as outlined by current [Public Health England](#) and UK Government [Guidance to Employers and Businesses](#).

You will appreciate that this situation is rapidly evolving. We continue to closely monitor Government guidelines and will update our policies and procedures as required to help limit the spread of coronavirus (COVID-19).

### Audit Policy

Due to restrictions on non-essential travel, SALSA will not be conducting any audits between 1<sup>st</sup> April and 30<sup>th</sup> April 2020. If your business is affected by this decision, then please read and follow the Extension to Certification Policy below.

### Extension to Certification Policy

Where certificates are likely to expire as a result of audit postponement an extension to certification may be granted. To qualify for certificate extension, SALSA members must **MUST**;

- ✓ Ensure your scheme membership is current, by purchasing your audit renewal
- ✓ Agree a new date with your auditor - within a reasonable timescale
- ✓ Then contact Salsa to request an extension to certification
- ✓ Successfully complete the extension process below

### Extension Process

Members will be asked to provide evidence of compliance to the SALSA Standard. This will include but is not limited to, a copy of your latest Internal Systems Review (3.1.1) and evidence of corrective action against any Improvements (PCI's) included on your previous audit report. SALSA will confirm to you directly what information is required.

On receipt and successful review of the above information, extension will be granted, and members will be provided with a new temporary certificate. This will have been updated with a revised expiry date, set eight weeks from the agreed new audit date. Please note: the audit anniversary date will remain the same.

**EXCEPTIONS:** If you wish to proceed with an audit during the current audit suspension period please notify SALSA immediately, stating that you wish to apply for an EXCEPTION to POLICY SPP COVID-19 0320.

We continue to closely monitor Government guidelines and will update our policies and procedures as required to help limit the spread of coronavirus (COVID-19).

Ref: SPP COVID 0320	Title: Corona Virus (CORVID – 19) SALSA Statement	Issued: 17/03/2020	Revised:	Page: 1 of 2
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## Coronavirus (COVID-19) – Further guidance

Please refer to the Public Health England [website](#) for up to date guidance on the following;

- Signs and symptoms
- Affected regions
- Travel advice
- Reducing the risk of catching and / or transmitting Coronavirus
- Protecting yourself and your community and self-isolation
- Testing for Coronavirus

## Approval

This document was originally approved by:

SALSA Operations	06/03/2020
With effect from:	06/03/2020

## Availability

This document is made available via the SALSA website to:

Governance Board	Yes
Technical Advisory Committee	Yes
Auditors/Mentors	Yes
Members	Yes
Buyers	Yes
Public	Yes