



Coronavirus (COVID-19) Policy Statement

Protecting the health and well-being of our employees, contractors and anyone affected by our work is our top priority and we have developed a proactive plan designed to minimise the impact of COVID-19 within our workplace.

We will implement the plan in phases as necessary, commencing immediately, following guidance from Public Health England and the UK Government. The COVID-19 public health emergency guidance is constantly changing. Therefore, this policy and our management plans will be subject to change and ongoing reviews. All changes to the policy will be communicated to employees by email and notice boards.

The policy includes the measures that we are actively taking to protect our employees, visitors and contractors from the COVID-19 virus and to further mitigate the spread of it through the company and wider community. To maintain a healthy and safe workplace, all employees and contractors are requested to follow all the rules diligently.

It is important that we all act responsibly and transparently to these health precautions.

Scope

This coronavirus policy applies to all of our employees who are either working in the workplace or at home. We strongly recommend to our remote working personnel to read through the working from home guidance notes to ensure we collectively and uniformly respond to this challenge.

Policy Elements

We require all employees to protect themselves and their co-workers from a potential coronavirus infection.

General:

- We will provide a safe and healthy place of work
- We will provide hand sanitisers and desk wipes and where required applicable PPE
- We have implemented an improved anti-bacterial cleaning regime
- All employees are to comply with government COVID-19 rules and regulations
- Social distancing must be observed until such time as the policy changes and measures are relaxed
- Any customer / supplier meeting should use distancing technology wherever possible
- There are to be no group gatherings

Reporting:

- If you have cold symptoms, such as cough/sneezing/fever (above 37.5 °C), or feel poorly, stay at home, do not come to the office and call 111 and obtain medical advice. Advise your company director.
- If you have a positive COVID-19 diagnosis, you are to inform the company director and manager and you cannot return to the office until you have fully recovered.
- If a family member has the symptoms of, or has COVID-19 you are requested to inform the company director and manager and to work from home until the isolation period has lapsed or you have passed a PCR test.

Work from Home Requests: [To be reviewed by company director]

- If you are feeling ill, but you can work, you can request to work from home.
- If you have returned from abroad, we will ask you to work from home for the current required isolation period, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you are to request to work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you are a parent and you must stay at home with your children, discuss this with the company director to make arrangements and set expectations.
- You will also be asked not to come into physical contact with any colleagues during this time.

Travelling/Commuting Measures: [Needs to be reviewed and agreed]

- All work trips and events are cancelled/postponed until further notice.
- If you normally commute to the office by public transportation and do not have other alternatives, follow the government guidance and wear a mask whilst travelling. If this is not possible you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, you will be required to work from home for the required isolation period upon return. You will also be required not to come into physical contact with any colleagues during this time.

General Hygiene Rules:

- Follow Public Health England advice on washing your hands (i.e. follow the 20-second hand-washing rule).
- You can also use the sanitisers you will find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, put it down the toilet to avoid contamination and wash/sanitise your hands immediately.
- If you find yourself coughing/sneezing on a regular basis, take a PCR test, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave) [or working from home if possible].
- Try to avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

Sources of further information:

- <https://www.gov.uk/coronavirus>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.hse.gov.uk/news/coronavirus.htm>
- <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>
- <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested?>