

COVID-19 Policy

Following recent updates and guidelines for employers, the following policy will be invoked effective today 13-03-2020.

This policy will be reviewed according to government guidelines until further notice to ensure all information available to us is reflected in our company procedures.

Entering and re-entering the workplace.

Anyone entering the workplace, morning arrivals, lunch trips out etc please use the anti-bacterial hand gel provided when re-entering the building.

This better protects you, those around you and their families.

Returning from an affected country

If you are planning on going to an affected country and your travel plans have not been disrupted, please ensure you maintain health advice from official bodies such as gov, NHS, airport officials etc.

On return from your travels, please ensure you follow advice provided at the time of your return in relation to specific guidance. If it is advised you should self-isolate, please ensure you notify Connexion Developments at the earliest possible convenience. You must ensure you seek relevant advice and knowledge from government official sources and NHS guidance prior to your return to the office.

If there is no risk identified due to not travelling to a containment area, you should continue as normal unless symptoms develop. Please use the following link for continued update: <https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk>

Again, you must notify Connexion Developments at the earliest convenience in either case.

Currently, there are increasing cases outside the listed areas and therefore the likelihood of someone coming into contact with a confirmed case is increasing over time.

You can continue to attend work unless you have been informed that you have had contact with a confirmed case of COVID-19. If individuals are aware that they have had close contact with a confirmed case of COVID-19 they should contact NHS 111 for further advice.

Direct contact with someone returning from an affected country

If you have had direct contact with a friend/family member who has just returned from an affected country (use link above for up to date information), please follow these guidelines:

If they have returned from a Category 1 country, you must self-isolate for 5 days, beginning from the day your contact has returned from that country.

If they have returned from a Category 2 country, no special action is to be taken unless your contact begins to develop symptoms.

If your contact begins to develop symptoms returning from a Category 2 country, you must self-isolate for 5 days and seek medical advice.

It is recommended to avoid direct, close contact with anyone returning from an affected area, as reasonable as possible.

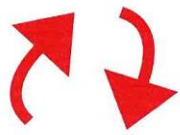
If you have been advised to self-isolate, an assessment will be made at the end of that period for you to advise that you are not displaying any symptoms.

It would be expected that if symptoms do occur, Connexion Developments will be informed by yourself and you must ensure all necessary tests are conducted to confirm or deny the diagnosis of COVID-19.

If anyone is unsure, please refer to government guidelines and contact NHS 111.

Contacts are not automatically considered as cases and if they are well, displaying no symptoms, they are very unlikely to have spread the infection to others.

If contact with someone from a category 1 country begins to develop symptoms, you should seek advice and self-isolate for 14 days.



Direct contact with someone with a confirmed case of COVID-19

Those who have had close contact with someone with a confirmed case of COVID-19 will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow professional medical advice.

Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

For any contact with individuals, you must ensure you take reasonable steps to remain updated with any change in physical symptoms they may be experiencing and update Connexion Developments at the earliest convenience if there is a change.

Suspected Contact

If there is a suspected case in the workplace, anyone who has had contact with this person, there are no restrictions or special control measures required while laboratory test results for COVID19 are awaited. The individual with a suspected case will be expected to self-isolate for 5 days or until results are obtained. Therefore, until the outcome of test results is known there is no action to be taken.

Client visits

Currently, Connexion Developments are not making any planned or future client visits for the foreseeable future.

Visitors to the office

If you are anticipating any external parties visiting the Connexion Developments , please ensure you query prior to their arrival if they have travelled to any Category 1 countries in the last 14 days or been in indirect contact with any with or showing signs of Covid 19 . Please take precautionary measures to ensure risk is minimised. Please speak to your Company Director if you are unsure what to ask regarding this.

Schools

As it is now confirmed that local school are closed and your child/children are affected by this, the following applies: This is only applicable during term-time and not for planned school closures such as school holidays.

It is requested that dual parent families would share the responsibility in this instance to minimise the length of time away from the office.

If you are unable to arrange adequate childcare Director approval will be required for any days away, these can be split between taking holiday allowance or as paid sick leave.

You will be expected to return to the office during school holidays if you do not have pre-booked annual leave.

Pay:

Days away from the office will be at the new statutory sick pay rate.

Confirmed covid-19 cases will receive full pay for the first 5 days, the following 5 working days will be at sick pay with the option to use available holiday time.

Continued Supply:

Connexion Developments Ltd will continue to provide products and services to its customers, our supply chain is strong and with policies and procedures in place to best maintain this and continue business as best as feasibly possible. In the event of advised closure we will maintain a limited staff to help support our customers.

It is the employee’s responsibility to disclose any necessary information to Connexion Developments Director

By signing this document, you are agreeing to adhere to all the above.

Signed Employee.....

Company Director.....