

CORONAVIRUS COVID-19 POLICY / GUIDANCE

23rd November 2020

1. INTRODUCTION

Given the increased likelihood of disruption caused by the COVID-19 virus, we have taken the decision to provide the following guidance and procedures to assist in the coming weeks.

This guidance will be updated as required during what seems to be a fast-changing environment. Please follow Public Health England advice at all times, which can be found at:-

<https://www.gov.uk/coronavirus>

The Government's guidance is updated daily.

Since March 2020 the guidance given by the government has changed, as they together with the Scientists learn more about the virus. We need to be prepared as individuals, and as a company, to take appropriate action when necessary. In the meantime, please exercise common sense and always ensure your own personal hygiene, for example:

- Wear a face covering/mask in enclosed spaces
- Practise Social Distancing where possible
- Regular, thorough hand washing is essential, particularly before eating food or touching your face
- Cover your mouth and nose with a tissue (or your sleeve if necessary) but not your hand when you cough or sneeze
- Do not touch your eyes, nose or mouth if your hands are not clean

The virus symptoms are reported to be flu like, with a high temperature, cough, and in some cases loss of taste & sense of smell. For most the virus is not serious, but for the elderly and those with underlying health conditions the virus can be considerably more serious.

2. SITE VISITS AND NORMAL BUSINESS

Current guidance suggests that you are unlikely to catch a virus if within 2m of an infected individual for no longer than 15 minutes. This means that site visits should continue to be safe, but again wear a face covering when required, regularly hand washing or use alcohol-based gels on finishing your visit.

If you have a company laptop, take it home each evening in case you need to work from home at short notice.

Always familiarise yourself with the current Government guidelines and ensure you follow them.

3. IF YOU FEEL UNWELL

Do not come into the office or attend your normal place of work.

If you believe you have the relevant symptoms:

- A high temperature
- A new continuous cough
- Loss of taste/sense of smell

or may have been in contact with someone who has the virus call your GP or NHS 111.

Notify either your line manager or one of the Senior Managers as soon as possible by calling the Operations Duty Phone in the first instance on 01283 777900.

The company's normal sick / medical absence policy will apply.

4. SELF-ISOLATION

Current guidance makes it very clear that self-isolation is required in specific circumstances:

- If you are contacted by NHS Test & Trace after having been in close contact with someone who has tested positive with COVID-19
- If you are waiting for COVID-19 test results
- If someone you live with test positive with COVID-19 you must self-isolate for 14 days from the first day they had symptoms
- If you then become ill yourself, you must book a test

5. PROCEDURES IF THE COMPANY IS DIRECTLY AFFECTED

The Directors will take all necessary measures to ensure that business continues as far as possible by putting various contingency measures in place.

We are dealing with an ever-changing situation, so normal conditions may change at short notice. Be prepared at all times.

The company's Disaster Recovery Plan will be instigated in part if necessary and arrangements will be made for staff to work remotely.

6. POLICY FOR LEAVE OF ABSENCE

If you are unwell, our normal sick leave policy applies, please refer to your contract of employment.

If a member of your family is unwell and requires your care, you will be able to take leave at short notice with permission of a Director.

If you are required to self-isolate after returning from an infected area (not as a result of a work-related visit) you may be required to take annual or unpaid leave if you are unable to perform your normal duties.

In all other cases of self-isolation, if well, you will be expected to make all reasonable endeavours (including assistance from the company) to work from home – where possible.

I have read and understood this policy and guidelines.

Name (print):

Signed:

Date: