

# A1. CORONAVIRUS (COVID-19) POLICY

## A1.1 INTRODUCTION

The Company understands the importance of taking measures to actively mitigate the spread of coronavirus. All employees are kindly requested to follow this policy diligently to help us sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

## A1.2 SCOPE

This coronavirus policy applies to all of our employees who work in our Company.

## A1.3 SYMPTOMS

The main symptoms of Coronavirus (Covid-19) are currently:

- A new, continuous cough
- A high temperature
- Loss or change to your sense of taste or smell

The symptoms of Coronavirus are similar to a number of other illness which are more common, such as cold or flu. Therefore, exhibiting symptoms does not mean that you have the illness.

Current guidance indicates that among those who become infected, some will exhibit no symptoms. Of those who do develop an illness, the majority will have a mild to moderate illness similar to seasonal flu. A minority will develop complications severe enough to require hospital care.

## A1.4 PREVENTATIVE STEPS AND HYGIENE

The Company is taking reasonable steps to protect all employee's health and safety.

We require all staff to assist in making our workplace a safe and hygienic place to work, as such we ask all employees to follow these steps:

### DO

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin straight away
- Maintain social distance of two metres and when there is less than two metres maintain social distance of one metre and apply the mitigation measures as outlined by the Government.
- Thoroughly wash your hands with soap and water for at least 20 seconds - only use hand sanitiser gel if soap and water are not available

- Open the windows regularly to ensure open ventilation
- Always wash your hands when you get home or into work
- Clean and disinfect frequently touched objects and surfaces
- Try to avoid close contact with people who are unwell
- Respect the one-way system in operation throughout the office

### **DON'T**

- Touch your eyes, nose or mouth if your hands are not clean

## **A1.5 AT RISK GROUPS**

Current guidelines illustrate that some people are at a higher risk from Coronavirus than others. These are categorised as “high” risk and “moderate” risk.

“High” risk includes anyone who:

- has had an organ transplant
- is undergoing cancer treatment
- has been told by a doctor you have a severe lung condition
- has a condition that means you have a very high risk of getting infections
- is taking medicine that makes you much more likely to get infections
- has a serious heart condition and are pregnant
- is an adult with Down's syndrome
- is an adult who is having dialysis or has severe (stage 5) long-term kidney disease
- has been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of your needs

Anyone within this category should have received a letter from the NHS advising on required isolation.

“Moderate” risk includes anyone who:

- is 70 or older
- has a lung condition which is not severe
- has diabetes
- has kidney disease
- has liver disease
- is pregnant

These categories are being updated frequently and the most up-to-date information can be found here - <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

Please tell us if you believe you are within either of these categories. We will then conduct an individual risk assessment for anyone we believe to be in a high-risk group and will put in place appropriate safeguards.

## **A1.6 WHAT TO DO IF YOU HAVE SYMPTOMS**

### **A1.6.1. At Work**

If you become ill at work, please speak to your line manager as quickly as possible. You should go to an area that is at least two meters away from other people and, if possible, find a room or area where you can be isolated behind a closed door. If you can, please open a window for ventilation and please try to avoid unnecessary touching surfaces.

Please contact NHS 111 either via the internet (<https://111.nhs.uk/>) or phone (111) and follow any advice you receive. If you are advised to go home and self-isolate then please tell your line manager and make your way home as safely as possible.

#### A1.6.2. At Home

If you become ill at home, please do not come into work. You will need to follow the same process as detailed in your contract of employment.

Please contact NHS 111 either via the internet (<https://111.nhs.uk/>) or phone (111) and follow any advice you receive. If you are advised to self-isolate, then please tell your line manager as soon as is possible.

### A1.7 WHAT TO DO IF YOU TEST POSITIVE FOR CORONAVIRUS

If you test positive for Coronavirus then you must inform the Company immediately, even if your symptoms are mild. You will not be able to return to work until you are considered fit by Public Health England or any other competent authority. You do not need to obtain a fit note from your doctor, but please send to us anything you do receive which confirms your diagnosis and/or fitness to return to work.

If you feel well enough to work, please let us know. If your role lends itself to homeworking, then we will discuss this with you and try to facilitate where possible.

We will not inform anyone else about your condition unless it is necessary to do so and we are legally able to. Our overriding obligation is to protect the health and safety of our staff, and we may therefore have to speak to your colleagues and other people with whom you've been in close contact in order to protect them. Any information we disclose will be limited to what is necessary for that protection.

Public Health England are responsible for 'contact tracing' (tracing anyone you have been in close contact with) and we will cooperate with them as appropriate.

### A1.8 WHAT TO DO IF YOU ARE ADVISED TO SELF ISOLATE

You must stay at home if you, or anyone in their household has Coronavirus or has symptoms of Coronavirus. Those at high risk may also have to self-isolate even if they, or anyone in their household doesn't have symptoms.

This means you should:

- Stay at home
- Not go to work or public areas
- Not use public transport or taxis
- Ask friends, family members or delivery services to carry out errands for you

- Try to avoid visitors to your home, although it's okay for friends, family and delivery drivers to drop off food

You may need to do this for up to 14 days (longer if you are in a high risk group) to help reduce the possible spread of infection. Please follow the advice you are given. Please follow any additional advice given to you by health professionals. The NHS has detailed advice on self-isolation available on their website.

If you feel well enough to work, please let us know. If your role lends itself to homeworking, then we will discuss this with you and try to facilitate where possible.

## **A1.9 SICK PAY**

### **A1.9.1. Statutory Sick Pay**

If you are diagnosed with Coronavirus or have Coronavirus Symptoms and you are too unwell to work from home, we will pay you statutory sick pay from the first day of absence - provided you meet the qualifying conditions. You will need to comply with the usual rules around notification set out in your contract of employment and you do not need to obtain a fit note unless your illness lasts for longer than 14 days.

We will also pay you statutory sick pay if you have to self-isolate because someone in your household has symptoms of Coronavirus, if you are not able to continue to work from home. You will need to meet the qualifying conditions and inform us immediately.

### **A1.9.2. Company Sick Pay**

Our normal contractual sick pay policy applies to anyone who is unwell with Coronavirus or has Coronavirus Symptoms and unable to work. You will need to comply with the usual rules around notification set out in your contract of employment and you do not need to obtain a fit note unless your illness lasts for longer than 14 days.

We may withhold sick pay to anyone who has travelled somewhere contrary to government advice on their first day of travel. We may also withhold sick pay if we have reasonable grounds to believe that you are fit for work and can work remotely.

## **A1.10 BUSINESS TRAVEL, MEETINGS AND EVENTS**

We will keep all employee travels under review and will follow the latest NHS and government advice. Currently we recommend that you:

- Only travel if it is essential to do so outside of attending your normal workplace. Please hold telephone or video conferences wherever possible, only having face to face meetings when absolutely necessary. If you are due to attend an external event, please check with the event organiser and speak to us if you are unhappy about attending.
- Take precautions for essential face to face meetings. Always follow NHS advice, avoid shaking hands and sit an appropriate distance away.

## **A1.11 HOLIDAYS**

Government advice is changing but if you intend to travel to a country or region not recommended by the government on the day you travel, you must tell us and may have to self-isolate when you return in accordance with the Government rule.

## **A1.12 WORKPLACE CLOSURE**

If we have to close an office, we will advise you as quickly as we can.