# COVID-19 Company Policy

### Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity. 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 or letter.

### Scope

This coronavirus policy applies to all of our employees who physically work in our offices and factory floor. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

### Policy elements

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

- **Face masks are required to be worn when entering the building, and must remain on until you are at your work station.**

- **When entering the building you must report to the appropriate person for a forehead temperature check.**

- **Once your temperature has been checked and verified you must immediately sanitise your hands before touching or doing anything else.**

- **You must continue to wear your face mask until you reach you work station when you then may remove it should you wish to.**

- **Should you leave your station of work for any reason you are required to wear your face mask.**

- **Should you use the canteen for lunch face masks may obviously be removed, but you should distance yourself 2m away from any other person and obey any other restrictions that may be in place.**

- **When leaving at the end of your shift you must again sanitise your hands and not remove your face mask until you are outside of the building.**

### Sickness/symptoms

If anyone becomes unwell with a new, continuous cough, a high temperature or a loss or change to their sense of smell or taste in the business or workplace they should be advised to follow the Government's stay at home guidance for households with possible coronavirus (COVID-19) infection.
https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance

If an employee needs clinical advice, they should go to NHS 111 online, or call 111 if they don't have internet access. In an emergency, they should call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care center or a hospital.

Should an employee receive confirmation from either the phone application or by mail that they have tested positive for COVID-19, they should go home immediately by the most direct route, leave by the nearest door including fire exits, and must not deviate from their most direct route home.

If these symptoms develop whilst at work, they should be sent home immediately, they should return home quickly and directly, and should avoid all common areas including locker rooms and the canteen.

When at home, the employee should isolate for at least 10 days and anyone in their household should self-isolate for 14 days from when the employee started having symptoms. The employee should immediately order a test via www.nhs.uk/coronavirus or call 119 if they have no internet access. If this test is positive, they must follow the Government's test and trace service guidelines.

If a member of staff has helped someone who was taken unwell with a new, continuous cough, a high temperature or a loss or change to their sense of smell or taste, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus (COVID-19) infection.

If an employee finds themselves coughing/sneezing on a regular basis, they should avoid close physical contact with their co-workers and take extra precautionary measures (such as requesting sick leave).

If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the stay at home guidance.

If an employee has been in close contact with anyone that has tested positive for COVID-19, they should, be sent home and immediately request a test via www.nhs.uk.coronavirus.

It is not necessary to close the business or workplace or send any staff home, unless government policy changes. Keep monitoring the government response page for the latest details.

**Overseas Travel**

If employees are considering travelling abroad, they should be aware of the travel corridors that have been introduced by the Government.

If employees visit or make a transit stop in a country that is not on the travel corridor list (which is regularly updated on the Governments website) they will need to self-isolate for 14 days. Employees will be asked if they have any overseas travel plans, including stop overs, before annual leave is approved. This information is required to help us to protect the health and safety of our workforce.

Whilst the company encourages employees to take holiday to rest and relax, if they plan to travel overseas and travel corridors are suddenly closed, they will not be permitted access to the site for 14 days and will need to take annual leave or unpaid leave if they are unable to work from home.

**Actions on confirmed Covid-19 case within the building**

1- Employer referral via Gov portal (The following is dependent on Government guidelines when issued)

A deep clean of the specified area will be carried out and extended to other areas as required.

Kevin Rees
Managing Director

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