



Issue Date: 18.03.20

Issue No.: 01

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Document Ref No: POL 32

Document: Covid-19 Policy

Author: M Ledger

Authorised: C Roach

This policy has been implemented to prevent or stop further spread of the **Covid-19** virus and is in anticipation of the risk to public health increasing. The company is keeping itself fully informed of the situation as it develops by monitoring government information, WHO advice, NHS advice and any important information and we will review this policy regularly / as required. The health and wellbeing of employees, customers and visitors is of highest priority, as is that of the general public.

Travel

- All travel movements are to be communicated with management and documented. Travel abroad is to be avoided. If an employee travels to an area classified as a high-risk area, they are to follow government guidance and self-isolate themselves for the recommended timescale. They will need documented medical advice before being allowed to return to work.
- If an employee travels abroad, and within two weeks of their return that area is reclassified as a high-risk area, they are to self-isolate themselves and seek medical advice. They will need documented medical advice before being allowed to return to work. This is due to the two-week incubation period the **Covid-19** VIFMS carries before symptoms may be displayed.
- All are encouraged to carefully consider the necessity of their travel movements and the implications they may have at this time.

Hygiene

Everyone is reminded of the increased importance of personal hygiene, especially hand washing / sanitising. General advice issued by the NHS is as follows (taken directly from NHS website):

- wash your hands with soap and water often — do this for at least 20 seconds always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- 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 and wash your hands afterwards try to avoid close contact with people who are unwell
- do not touch your eyes nose or mouth, especially if your hands are not clean

General

If anyone shows any of the symptoms associated with Coronavirus **Covid-19**, even if they have not knowingly been in contact with anyone diagnosed with the virus or been to an area classified as high risk, they are to self- isolate for 7 days from when symptoms started as a precaution as recommended by government guidance.

- Periods of time spent in self- isolation will be classed as a sickness absence. The company absence procedure is to be adhered to, which is outlined in the employee handbook.
- The company will remain in contact with the relevant authorities and ensure any updates or new information is communicated as quickly as possible. This policy will be under constant review and will be updated as the situation develops.

Business Continuity for Customers

The company is working to ensure the risk of employees contracting the virus is as low as possible. This policy also aims to control the spread of the virus within the workforce as effectively as possible by outlining additional control measures not necessarily advised by the government yet. We are also ensuring that the workload within the company can be managed in a situation where multiple employees are absent.



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STOP THE SPREAD
Six simple steps to protect you and everyone around you from Coronavirus.

1. Soap & scrub!
Wash hands thoroughly with soap and water for at least 20 seconds after using the toilet or touching communal areas such as handles and bannister rails.

2. Shine & dine!
Wash hands with soap and water for at least 20 seconds before and after eating.

3. Hands off!
Avoid touching your eyes, nose or mouth with unwashed hands. Also wash your hands after you have touched your eyes, nose or mouth.

4. Blow and throw!
Always cough or sneeze into a clean tissue and bin it immediately afterwards in an approved disposal bin.


5. Keep it covered!
If you have no tissue, cough or sneeze into your shoulder, washing your hands straight away afterwards.

6. Regular refresh!
Regularly use hand sanitiser and approved surface wipes on areas in heavy use.

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Responsibility

The above general policy statement is supported by further documents, which describe the organisation and arrangements set in place for its implementation. The Directors are responsible for the co-ordination of these procedures.

<p>Authorised on behalf of C. M. Roach & Co. Limited by:</p>	 <p>Signature</p>	<p>Michael Ledger</p> <p>Print Name</p>
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