



COVID-19: Keeping Our Workplace Safe

Version 1 – March 2020

To Our Valued Members of Staff

As global concern about the current COVID-19 outbreak grows, we are doing our best to keep everyone healthy and safe in the workplace while also minimising the disruptions to our day-to-day operations.

We are closely monitoring the situation and know that misinformation and fear can spread quicker than the virus itself, and we want to discourage false information from circulating. If you're looking for trusted, up-to-date information, we recommend visiting the specific coronavirus websites such as www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public

And

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

We understand the current outbreak is worrying, and we want to take a moment to share the ways we can all help keep the workplace safe, as well as the steps we'll take as an organisation if and when necessary.

If You Are Experiencing Symptoms

Since the virus is highly contagious and there's currently no vaccine, we all need to stay home if we are sick.

If you experience cold, flu-like symptoms, or simply a running nose, please stay home. Because the coronavirus produces cold-like symptoms in 80% of infected individuals, it's important to remain at home when ill regardless of how mild your symptoms are. If you have a high temperature, please stay home for at least 14 days to ensure you have not contracted the Coronavirus.

It is important that you tell us that you have cold or flu-like symptoms so that we can keep your colleagues and clients safe. We will protect your data where possible, but we may need to let those that have been in close contact with you know that they have been in contact with someone experiencing symptoms.

You will be paid Statutory Sick Pay (SSP) from day 1 to day 14 if you have been advised to self-isolate.

Feeling Unwell While You Are at Work

It is important for you to ensure that we have the most up to date next of kin and personal information about you. This will help us to help you if you become unwell whilst you are at work.

If you are feeling unwell with a cold, cough or flu symptoms you must email or telephone your manager immediately. You should also find an area where you are not likely to spread any illness to colleagues, clients or service users if you are unable to leave straight away.

You should ask your manager or HR to contact your next of kin if you do not feel well enough to travel home alone.

Visited High-Risk Countries or Been In Contact With An Infected Person

Please do not come into the workplace for at least 14 days if you've visited a city with a confirmed case of the virus, whether the trip was business-related or for personal travel. Additionally, if you've visited any city — with or without confirmed cases — in the countries of China, South Korea, Spain, Italy, or Iran, please refrain from entering the workplace for 14 days.

Stay home if we've had contact with a potentially infectious person. You will be paid Statutory Sick Pay (SSP) from day 1 to day 14 if you have been advised to self-isolate for this reason.

Underlying Health Conditions

You should seek advice from your GP, 111 or a medical professional if you have an underlying health condition and you are concerned about how contracting COVID 19 would affect you. You should then discuss these concerns with your manager or HR to see what measures can be taken to protect you at work.

School & Child Care Closures

If you are unable to attend work due to school and childcare closures you will be able to

- Take annual leave
- Unpaid Parental leave

You may also be able to work from home or work flexible hours if it is practical to do so.

Working together to reduce the spread of COVID 19

Refresh ourselves on proper cough and sneeze hygiene

Cover your nose or mouth with a tissue or your elbow — not your hand — and discard the tissue immediately after.

Wash our hands regularly

Proper handwashing remains the best way to prevent transmission of the virus. Wash your hands after using the restroom, touching your face, eating, drinking, coughing, or sneezing, and at regular intervals throughout the day. Use warm soapy water and wash your hands for at least 20 seconds, or the time it takes to sing "Happy Birthday" twice. Alternatively, alcohol-based hand sanitiser is effective as well. Stop touching our faces

Fomites — objects that we commonly touch — are the main way the disease is spreading. Reduce the chance of transmission from a fomite, like a doorknob, by keeping your hands away from your eyes, nose, and mouth.

Rely on virtual communication when possible

In an effort to cut down on human-to-human contact, please cancel in-person meetings and communicate via videoconferencing or phone calls.

In turn, the measures we're taking as a company will be:

We'll ensure the workplace has ample detergent or wipes and ask that employees regularly wipe down their workstations.

Please cough and sneeze into tissues and immediately discard them. Use hand sanitizer after coughing, sneezing, touching your face, and regularly throughout the day.

Events

We will postpone all non-essential events. In the case of the events which have not been postponed, the company will evaluate and take action.

Consider remote work arrangements as and when necessary where it is practical to do so. Please see our home-working policy for more information.

Of all these measures, we cannot stress enough the importance of staying home when you're sick.

Please do your part to keep everyone safe and healthy by refraining from coming into work with symptoms even if you "feel fine."

As always, please contact your manager or HR with any questions or concerns.

Thanks for your continued support in this uncertain time.