



Coronavirus (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.

Scope

This coronavirus policy applies to all of our employees who physically work on the sites where we have contracts.

Policy elements

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

Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, have no sense of taste or smell or feel poorly, request sick leave, stay home and self-isolate for 14 days in line with current Government guidelines.
- If you have a positive COVID-19 diagnosis, you can return to the work **only after 10 days and you have no fever.**

Sick Leave Requests

- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request sick leave. You will also be asked not to come into physical contact with any colleagues during this time and to self-isolate at home for 14 days in line with current Government guidelines.
- If you're a parent and you have to stay at home with your children, speak to your Manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, speak with your Manager or departmental leader. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), we'll ask you to stay home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you are contacted by Test & Trace as you have been in close contact for a period of 15 minutes you will be considered High Risk and will need to self-isolate at home for 14 days.

General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). You can also use the sanitizers you'll find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).

Personnel On-Site:

Entry & Exit From Site

- On entry & exit from sites a 2m social distance clearance should be observed at all times, NO passing on the stairs and should you encounter anyone else you should agree who turns around and retreats to an area where 2m clearance can be achieved.

Use of Tools & Equipment

- Do not share tools or equipment
- Wear gloves at all times

Deliveries

- Ensure the delivery driver stays in his cab when you unload. Use your own pen to sign for the delivery.

Use of Welfare Facilities


- Main Contractor should advise of use and times when you can access the canteen
- Social distancing of 2m to be maintained while these areas are used.

Personal Hygiene

- Wash your hands with soap & water for at least 20 seconds as often as possible.
- Use hand sanitizer if no soap and water available.
- Cover your mouth with a tissue or your sleeve if you cough or sneeze. Put used tissues in a bin immediately and wash your hands or use hand sanitizer.
- Refrain from touching your face, eyes or mouth without washing your hands first.
- Spitting is strictly forbidden.
- Wash your hands for at least 20 seconds when you arrive home.

Emergency Procedures

- If you or anyone you work with suspects that they have symptoms of COVID 19 you must inform site management by phone and go home immediately.

Signed: 

Position/Role: Managing Director

Date: 30.03.20