
Coronavirus Policy

Statement

As a company we are following guidance that is currently coming from the government and World Health Organisation but In light of the continuing spread of the Coronavirus this policy outlines what we as a company are doing and what will happen in certain circumstances if you need to take time off.

Good Practice

- We will keep you updated on actions being taken to reduce the risk of exposure in the workplace
- Make sure that everyone's contact numbers and emergency contact details are up to date
- Ensure everyone is aware of the symptoms of the virus which are fever, cough and shortness of breath
- We will ensure there are clean places to wash your hands with hot water and soap. Everyone should be washing their hands regularly they should wash them for about the time it takes to sing happy birthday twice
- We will ensure there are hand sanitisers and tissues in the office for everyone to use
- We will consider if any planned or future planned travel for business is essential

Payments

If you have been diagnosed with the Caronavirus you must inform us as soon as possible. Ideally you should get a doctor's certificate in this instance, but if this is not possible, we will forgo the doctor's certificate as we will expect you to be off for 14 days. In this case you will receive the normal sick pay entitlement.

If you are not sick but cannot come to work because you are in self-isolation or quarantine because you have been told by a medical expert, or you are abroad in an affected area and not allowed to travel back to the UK you will also receive the normal sick pay entitlement or you may take it as holiday if you wish. In this instance you must inform us as soon as you possibly can.

If we as your employer, ask you not to come into work because you may have returned from China or another affected area you will be paid your normal salary.

Employees are entitled to time off work to help someone who depends on them in an unexpected event or emergency, this would apply to the situations below:

- If they have children, they need to look after or arrange childcare for because their school has been closed
- To help their child or another dependant if they're sick or need to go into isolation or hospital

In these instances, if an employee can work from home, they will be paid their normal salary, if they are unable to work from home this time off will be unpaid or may be taken as holiday.

If someone becomes unwell at work

If someone becomes unwell in the workplace and has recently come back from an area affected by Caronavirus, they should:

- Get at least 2 metres (7 feet) away from other people
- Go to a room or area behind a closed door
- Avoid touching anything



- Cough or sneeze into a tissue and put it in the bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- Use a separate bathroom from others, if possible
- Call NHS advice on 111 using their own mobile phone to get advice on next steps

If someone does come into the office with the virus, the workplace does not necessarily need to close. The Public Health England health protection team will liaise with the managing director to:

- Discuss the case
- Identify people who have been in contact with the affected person
- Carry out a risk assessment
- Advise on any actions or precautions to take

In the unlikely event that the office should need to be closed as much work as possible will be done from home.

If you have any concerns please speak to your line manager.