

## **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.

### **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> ).

### **Self-Isolation**

If you have symptoms of COVID-19 however mild, self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19 – go to testing to arrange. Do not go to a GP surgery, pharmacy or hospital.

If you are not experiencing symptoms but have tested positive for COVID-19, you must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, restart your 10-day isolation from the day you developed symptoms.

Issue Date	Version	Owner	Review Date
MAY 2020	8	HSE	30 <sup>th</sup> November 2021

You could be fined if you do not stay at home and self-isolate following a positive test result for COVID-19

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.

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 centre 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.

The employees work area should be cordoned off and a thorough clean down initiated by Heliers of Yeovil.

If these symptoms develop whilst at work, they should return home quickly and directly, they should avoid all areas including locker rooms, canteen. If they have to use public transport, they should follow the Government's guidance on wearing face coverings.

The employees work area should be cordoned off and a thorough clean down initiated by Heliers of Yeovil.

When at home, the employee should isolate for at least 10 days from when the employee started having symptoms. The employee should immediately order a test via [www.nhs.uk/coronavirus](http://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 an employee has been in close contact with anyone that has tested positive for COVID-19, they should, return home (only if they are unvaccinated) and immediately request a test via [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) should symptoms develop.

Issue Date	Version	Owner	Review Date
MAY 2020	8	HSE	30 <sup>th</sup> November 2021

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.

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

## **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 10 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.

Holidays bookings via Tensor should have the overseas box ticked when requesting leave.

Whilst the company encourage 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 10 days and will need to take annual leave or unpaid leave if they are unable to work from home.

Issue Date	Version	Owner	Review Date
MAY 2020	8	HSE	30 <sup>th</sup> November 2021