



Coronavirus (COVID-19) Company Policy

In this **Coronavirus (COVID-19) company policy**, you'll find all the essential guidelines employees should follow during the coronavirus outbreak.

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 our employees who physically work in our office, temporary workers, clients, suppliers and candidates.

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 **recent** symptoms, such as a persistent cough/ fever, or feel unwell, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered and have completed the advised isolation period.
- The company operates an SSP policy. The government have adopted a pay from day one policy for SSP relating to COVID-19.
- If a member of your household has a positive diagnosis or symptoms of a persistent cough/ fever you should request sick leave or work from home.

Work from home requests:

- All requests to work from home will be carefully considered. We may not be able to accommodate some requests due to the nature of certain roles.
- If you are feeling ill, but you can still work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on government announcements), you may be asked to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic or take sick leave. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you must stay at home with your children, request to work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care for a family member infected by COVID-19, request to work from home. You'll only be permitted to return to the office after completing an isolation period of 14 calendar days, if you're asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time

Travelling/commuting measures:

- All work trips and events will be cancelled/postponed until further notice.
- In-person meetings should be done virtually **where possible**, especially with non-company parties (e.g. candidate interviews and site visits)
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

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](#)).
- 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 coworkers and take extra precautionary measures (such as requesting sick leave).
- If possible, the company will supply hand sanitizer and anti-bacterial wipes to be used at regular intervals throughout the day.
- Maintain a 2m distance from colleagues and visitors at all times
- Do not share equipment such as pens, phones, calculators, etc.

Visitors to the office:

We need to consider and mitigate the risk of inviting people into the office who potentially are infected with the COVID-19 virus.

- Visitors should be kept to a minimum wherever possible.
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- A notice in the front door should be displayed requesting any visitor to call our office. The visitor should then be asked the screening questions prior to entry.
- If the visitor is here for registration, they should be asked to bring their own pen and thoroughly wash their hands in the downstairs washroom.
- A safe distance of approximately 2m should be adopted when registering.
- We should wash our hands following ID checks.
- Pens should not be shared throughout the process.
- We should not shake hands with visitors. If we do, please ensure you wash your hands immediately or as soon as practicably possible.

Enforced office closure:

We are closely monitoring the developing issues and instructions from government. We need to ensure we are still able to operate if we are forced to close our office for a time. If this change is required at a point in the future, we will issue a separate policy accordingly relating to company expectations while working from home.

We require all staff to ensure their IT equipment is operational from home. With this in mind, all staff need to ensure this is tested immediately and if any issues arise, liaise with IT Desk. Please confirm to John Webb when you have tested all functionality and you are able to work from home if necessary

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not consider the most up-to-date advice in this fast-changing, unprecedented environment. This not a legal document. Neither the author nor Industrial Personnel Ltd will assume any legal liability that may arise from the use of this policy.