

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. We strongly recommend to our 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.

You could be fined if you do not stay at home and self-isolate following a positive test result for COVID-19 or if you are contacted by NHS Test and Trace and instructed to self-isolate.

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.

Covid testing

Covid testing will take place in the workplace and all employees will be encouraged to have two tests a week; on their first day of attending the office of that week and the last day attending the office in a that week.

Should an employee receive confirmation from either the phone application or by mail that they have tested positive for COVID--19, or they test positive in the workplace then 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 Brand Advance and Tobacco Dock. 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 Governments guidance on wearing face coverings The employees work area should be cordoned off and a thorough clean down initiated by Brand Advance and Tobacco Dock.

When at home, the employee should isolate for at least 10 days and anyone in their household should self-isolate for 10 days from when the employee started having symptoms. The employee should immediately order a test via 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 the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the stay at home guidance and get tested. If an employee has been in close contact with anyone that has tested positive for COVID-19, they should, return home and immediately request a test via www.nhs.uk/coronavirus should symptoms develop. 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.

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.

COVID-19 STAFF

VACCINATION POLICY

Introduction and Policy Statement

This policy sets out the Company's stance on Covid-19 vaccinations in relation to our staff and the workplace. The Company's position is that employees are encouraged to receive a Covid-19 vaccination where this is available to them under the Government Covid-19 vaccination programme, for the protection of themselves and others against Covid-19 both within and outside the workplace. It is not however compulsory for staff to receive the vaccination. The Company respects that it is the individual's decision as to whether or not they chose to be vaccinated. Staff are not required to inform the Company whether or not they have been vaccinated other than in exceptional circumstances that may arise in future, for example, where employees are authorised to travel abroad for Company business purposes and a Covid-19 vaccination is a requirement of the country to which the employee is travelling. For further guidance on the Government Covid-19 vaccination programme, employees are encouraged to access the below information.

Information on COVID-19 Vaccinations

Vaccinations are free on the NHS and are currently being administered according to a priority list at vaccination centres across the UK. Individuals will be contacted by their GP when they are eligible for a vaccination.

Employees who are not registered with a GP are encouraged to do so as soon as they can. See www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery for information on how to do this.

The NHS information on the Covid-19 vaccination programme, which employees are encouraged to refer to and which contains further Government guidance, is set out at:

www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine

Staff who have received the Covid-19 Vaccination

It is important that employees continue to follow the relevant health and safety measures in the workplace in light of Covid-19, even if they have:

- had a Covid-19 vaccine (either 1 or 2 doses); and/or
- received a recent coronavirus negative test result

Details of these measures are set out in the Company's [Covid-19 Risk Assessment]. A failure to follow these health and safety measures may, depending on the circumstances, result in disciplinary action being taken in accordance with the Company's disciplinary policy.

Time off for vaccination appointments

Vaccination appointments should be attended outside normal working hours so far as possible, or where not possible, with the minimum disruption to the working day (i.e. at the beginning or end of the working day). Where vaccination appointments cannot be arranged outside normal working hours, employees can take [up to half a day/1 days' paid/unpaid] time off in total with [2 hours/half a day's leave permitted for each appointment]. Employees must obtain approval from their line manager prior to attending a vaccination appointment during working hours, by giving as much notice of the time off required for this purpose as possible and by providing evidence of their appointment where required, such as proof of a vaccination appointment booking.

Following a vaccination, employees are expected to return to work, provided they feel well. Employees who are unwell after receiving a coronavirus vaccination should refer to the Company's sickness absence policy.

Staff Conduct

The Company will not condone or tolerate any form of harassment, bullying or intimidation among staff relating to other employees' views or decisions taken in relation to the Covid-19 vaccination. This applies both in the workplace and in any work-related setting outside the workplace, for example, during business trips, at external training events, at work-related social events and when using social media where employees can be identified as working for the Company [please refer to the Company's Social Media policy].

Any employee of the Company who is found to have bullied or harassed another employee in violation of this policy will be subject to appropriate disciplinary action under the Company's disciplinary procedure.