

# **FIRE PROTECTION LTD**

## **COVID-19 CORONAVIRUS POLICY & PROCEDURE**

As coronavirus (also known as COVID-19) continues to spread, we would like to explain how we are responding to the global health crisis.

We would also like to remind you of the steps that we can all take to reduce the spread of coronavirus, while continuing our operations as normally as possible.

### **What you can do to reduce infections spreading**

On entering the premises, you should utilise hand sanitiser dispensers wherever accessible. These have been provided at all main entrances at the head office. If there is a shortage, you should attend the nearest toilet facilities to wash your hands.

You should wash your hands often and thoroughly with soap and water. In particular, you should wash your hands after going to the toilet, before eating or handling food, and when you get to work/get home.

In addition, please ensure that you:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- put any used tissues in the bin straightaway and wash your hands immediately after handling used tissues.
- try to avoid touching your eyes, nose or mouth if you have not washed your hands recently.
- try to avoid close contact (ideally at least one metre away) with people who are unwell.

### **What to do if you fall ill**

Common symptoms of coronavirus include:

- A fever.
- A dry cough.
- Shortness of breath.

Exhibiting these symptoms does not necessarily mean that you have coronavirus. You should contact 111 or use their online tool at [111.nhs.uk/service/covid-19](https://111.nhs.uk/service/covid-19) for you to carry out an initial check if you think you have symptoms. If possible, you should avoid going to your doctor or a hospital to prevent infections from spreading.

Please ensure you report the 111 results to your manager. You must telephone your manager before 8.30am on your first day of absence and provide daily updates thereafter.

## Self-isolation

You may be given medical advice to self-isolate if you have certain symptoms. You may be self-isolating in some circumstances in which you have no symptoms, including if you have:

- Been in contact with a confirmed coronavirus carrier.
- Recently travelled to a restricted area. Those who have travelled to Category 1 countries / areas will need to self-isolate even if they have no symptoms. Those who have travelled to Category 2 countries / areas would only need to self-isolate if they develop symptoms. Please refer to the Government's website on COVID-19: specified countries and areas (<https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas>) for more information.

Please use the 111 service before taking any decisions about attending or avoiding work and inform your manager of the results. Evidence requirements are expected to be relaxed during the coronavirus situation: it may be the case that sick certificates will no longer be expected - please seek current advice from HR.

For those that have contacted 111 and have been told to self-isolate, you will be eligible for Statutory Sick Pay (SSP) in line with current regulations for the period of self-isolation. Please refer to the "Working from home" section where applicable. If you have outstanding holiday, you can request for this to be paid during self-isolation. If you wish to do this, please inform your manager who will relay the information to payroll.

### **IF 111 HAVE INFORMED YOU TO SELF-ISOLATE, PLEASE DO SO.**

Should you be self-isolated and develop symptoms, please contact 111 straight away as you will likely be required to test for coronavirus and keep your manager informed. Anyone tested positive for coronavirus will be entitled to the company's sick scheme as normal.

### **PLEASE ENSURE YOU CONTACT YOUR MANAGER IMMEDIATELY SHOULD YOU RECEIVE A POSITIVE TEST FOR CORONAVIRUS.**

Public Health England have stated that going forward self-isolation will **not** apply to those who have been in contact with confirmed cases **unless** they are symptomatic.

Self-isolation in all cases is being reduced to 7 days **provided** symptoms have gone excluding post viral cough which they can return to work with.

Those in self-isolation with symptoms are unlikely to be tested as they are having to limit the tests to those with pre-existing conditions and the over 60s.

## Keeping us updated on travel plans

We know that some of you will have plans to travel in the near future, including pre-booked holidays. Please let your manager know of the countries you intend to visit so that we can monitor the situation and manage your return appropriately. Additionally, please keep yourself up to date on the current status of the coronavirus across the countries you intend to visit and which require self-isolation upon return.

If you would like to cancel any pre-booked annual leave, please speak to your manager.

**Working from home**

Given the current global health situation, you should be prepared to work at home at short notice.

The management team will be asking all staff what equipment you have access to at home (laptop / desktop / mobile capable of reading emails) along with requesting up to date contact information. This will enable us to plan going forward.

Please ensure that, where applicable, you take your laptop home with you after work each day.

You can access your emails and the server remotely from most devices and computers. IT are installing software on all computers / laptops that could need remote access to the Hotchkiss server. When accessing the server, it is imperative that any files accessed are copied to your device and not left on the server when you open them, as this could otherwise exceed our bandwidth limits.

When working from home, please take reasonable precautions to ensure you operate a safe working environment.

For those on self-isolation that are not ill and can productively work from home, this option may be implemented (in agreement between your manager and a Director) and your pay will be adjusted by a discretionary value.

**School & Nursery closures**

If your child's school closes, and you must remain at home whilst you make alternative arrangements for your child's care, this time will be treated in accordance with our normal rules on time off for dependents. This time off will be unpaid, unless holiday is used instead.

**Travel restrictions**

Harlow and surrounding area staff are to remain at the Harlow office without exception unless otherwise instructed by a Director. Should you have meetings planned for site, please inform your manager who will make alternative arrangements.

Staff based in London and surrounding areas are to continue working on site and shall not visit the Harlow office.

Drivers are to remain in their cabs on arrival to site and minimise contact by ideally exchanging delivery notes and other information through their windows.

In-person training courses should be postponed. Please contact your manager if you have any courses booked or any certificates due to expire.

**Further communications from us**

This is a rapidly changing situation. You should look out for further updates from us. Certain policies within the company may have to temporarily adjust or postpone to account for this unique situation.

In the meantime, please do not hesitate to contact your manager if you have any queries or concerns.