

<b>CORONAVIRUS POLICY</b>	 Quality Construction Since 1877	
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Document Section No.	Version No.	Date Effective	Description of Change	Document Approved By
All	02	04/01/21	Changes to the whole document with other procedures added as an attachment	Ian Posnett
All	03	04/01/22	Annual Review - Covid Rules for both office and site added as an Appendix item	Ian Posnett
Page 1 and Appendices	04	01/04/22	Update to reflect recent changes to the procedures making this policy a reference only document from 1 <sup>st</sup> April 2022	Ian Posnett

Please read, and act when relevant to, this policy and guidance document:

## 1. OVERVIEW – WHAT THIS POLICY COVERS

The Coronavirus Act 2020 is an act to make provision in connection with coronavirus and for connected purposes. This act has been introduced by the government to help the country cope with the demands caused by the coronavirus outbreak.

The Company's Policy is intended to apply in situations such as where a pandemic has been declared (or indeed when the Group Board considers such declaration to be imminent) or where it is clear that exceptional measures are required to be taken across the Group and to be used in accordance with the Coronavirus Act 2020

**The Coronavirus of February 2020 caused global concern and with multiple cases being confirmed in Europe it was essential that personally and corporately we took this risk extremely seriously. As such, the Group Board declared this policy active and was put in force until further notice. As from 1<sup>st</sup> April 2022 the Government relaxed all guidelines and issued them for reference only. Our procedures became reference only across the sites and offices making this policy also a reference only policy**

We have a duty, in the event of such extraordinary circumstances, to take steps that are reasonably necessary to ensure the health, safety and welfare of our people whilst providing continuity of business.

## 2. IMMEDIATE ACTIONS TO MINIMISE RISK

The following guidance is drawn from Government and 111 advice. It is intended to apply Government Policy as a minimum but may on occasions exceed that advice. As this may become an evolving situation, to the extent that new Government Policy is published that temporarily exceeds the Group's Extraordinary Circumstances Policy, then Government Policy will take precedence and apply.

**The symptoms** of the Coronavirus include:

- Cough
- Fever
- Shortness of breath

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The general advice for infection control applies:

- Washing hands regularly, particularly after going to the toilet
- Avoid touching eyes or mouth with dirty hands
- Dispose of used tissues immediately
- Use hand sanitizer regularly
- Cover your nose and mouth when you sneeze
- Maintain a good level of overall health to avoid susceptibility to infections

This is a fast moving situation and the advice and affected areas are constantly changing. The latest public information can be found here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

### **3. ADAPTING WORKING PRACTICES**

The full impact of the Coronavirus is yet to be established. For those in our company, whose health is unaffected, we must do what we can organisationally to continue our work.

You will need to adapt your working practices and make use of the facilities in place to work in a more agile way. This will include the following:

- Changing travel arrangements
- Cancellation of face-to-face meetings and using Teams where possible
- Working from an alternative location such as working from home, where personal contact is minimal

Please read the attached Site and Office Rules these form part of this policy.

### **4. SICKNESS ABSENCE**

Where there is a declared medical pandemic, we will make sure that the operation of our sickness policy follows Governmental advice.

However, normal sickness benefits and procedures will apply in regard to:

- Pay
- Reporting sickness absence to your manager (or appropriate person if they are unavailable)
- Returning to work once medical clearance has been given

Thank you for reading this guidance, I hope you do not feel it to be alarmist; it is intended to be practical and realistic. Thank you for your cooperation.

Further updates will be attached to this policy in the form of appendices as the situation changes. Any instruction/update emails will override this document

Signed



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Ian Posnett, Director

01/04/22