

SMITH'S (GLOUCESTER) LIMITED

The "Employer"

CORONAVIRUS POLICY – VERSION 3

COVID-19 is a new illness that can affect a person's lungs and airways. It's caused by a virus called coronavirus. Smiths (Gloucester) Ltd. are taking a proactive approach in preventing the spread of COVID 19 and are acting upon all government guidance.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever
- loss of smell
- loss of taste senses

These symptoms do not necessarily mean the individual has the illness. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres)
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

There is currently little evidence that people who are without symptoms are infectious to others.

In the most recent guidance announced by the government, anyone who lives with someone who is showing symptoms of COVID 19 should stay at home for at least 14 days, to avoid spreading the infection outside the home. After 14 days, anyone who does not have symptoms can return to their normal routine.

The Company has produced information posters on COVID-19 which are displayed in all communal areas, including information on how coronaviruses are spread, recognition of symptoms and ways that the spread can be prevented. Whilst the Company has taken all recommended steps for the prevention of the spread of COVID-19 we ask that each member of staff, client and supplier continue to be proactive in reducing risks of exposure. Most importantly, everybody should regularly wash their hands with soap and water for at least 20 seconds.

Signature:



Position: Managing Director

Dated: 20th May 2020

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The Company and its employees should also make every reasonable effort to comply with social distancing guidelines set out by the government, keeping people 2m apart wherever possible.

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, senior management will consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission of germs between their staff. No one is obliged to work in an unsafe work environment.

Further mitigating actions include:

- Increasing the frequency of surface cleaning
- Keeping the activity time involved as short as possible
- Using screens or barriers to separate people from each other
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- Reducing the number of people each person has contact with by using 'fixed teams' or 'partnering' (so each person works with only a few others)
- Providing clear, consistent and regular communication to improve understanding and consistency of ways of working
- Engaging with workers through existing communication routes and worker representatives to explain and agree any changes in working arrangements
- Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.

Smiths' usual sick leave and pay entitlements apply if someone has coronavirus. Staff should inform their Line Manager as soon as possible if they believe that they have symptoms similar to that of COVID-19 and/or if they currently live with someone who is showing symptoms. They should receive any Statutory Sick Pay (SSP) for any time whilst in self-isolation. Aside from this, the normal 'absence due to sickness' rules apply and all employees are required to keep the Company updated on the likely length of absence. A sick note ('fit note') should be provided as evidence where possible.

Employees are entitled to time off work to help someone who depends on them (a 'dependant') in an unexpected event or emergency in connection with COVID 19. Further information on this is covered in the Employee Handbook, section 2.8 'Time off For Dependants'.

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According to current guidance, if someone with coronavirus comes to work, the workplace does not necessarily have to close. The local Public Health England (PHE) health protection team will get in contact with the Company to identify who the person has been in contact with, carry out a risk assessment and advise on any actions or precautions to take. Should this situation arise, then all staff will be informed and all necessary steps taken to prevent the further spread of the virus. The Company will also inform employees, where possible, if they believe that they have been in recent contact with someone who is showing symptoms of COVID 19.

However, due to the spread of COVID-19 the suspension and reduction of various services the Company provides has been necessary to protect our staff our clients and the public. All staff and clients affected have been informed in writing of the services that will be affected and the projected timeframe for the suspension. Regular communication will ensure all parties are kept informed of the next step in the process.

Where working from home is seen as possible and practical steps have been put in place to facilitate the situation. Where this is not possible then the company will utilise the Government Job Retention Scheme and furlough staff.

The Company will fully consult with and seek consent from all employees that may face being furloughed. Employees returning to work following a period of working from home or furlough will be fully briefed on the current company Risk Assessment and control measures for their working environment

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