

<b>CAPS CASES</b>	Coronavirus (COVID-19) Company Policy	Apr 2021	Rev: 04
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#### Contents :-

<b>1. Policy Brief and Purpose</b>	<b>2. Scope</b>	<b>3. Policy Elements</b>
<b>4. Responsibilities</b>	<b>5. References</b>	

### 1. Policy Brief and Purpose

This company policy has been drawn up to raise awareness of the steps that can be taken and includes the measures the Company is actively taking to mitigate the spread of the virus throughout the workplace. All Employees, Visitors and Contractors are requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that everyone acts responsibly and transparently to these health precautions. CAPS CASES will always treat an employee, visitor or contractor's 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.

### 2. Scope

This coronavirus policy applies to all Employees, Visitors or Contractors who come to our sites. We strongly recommend that our employees working from home read through this action plan as well, to ensure that we collectively and uniformly respond to this challenge.

### 3. Policy Elements

The required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection are highlighted below.

#### A. Time off arrangements - in all instances please notify HR department

- Anyone who displays any symptoms of
  - a high temperature,
  - a new, continuous cough
  - a loss of, or change to, your sense of smell or taste

MUST remain at home and will need to self-isolate for 10 days.
- The employee should request an NHS test as soon as possible and notify the company once they have their result. A negative result will mean that they can return to work. A Positive result will mean 10 days isolation from start date of their symptoms. No one can return to work without providing evidence of an NHS test.
- If a member of your family/household displays any symptoms, the whole household will need to self-isolate for 10 days. The member of household who is sick can request a test and these results need to be provided to HR.
- Anyone with a positive COVID-19 diagnosis, can return to work *only after* they have fully recovered. They must remain at home for a minimum of 10 days from the start of their symptoms
- Anyone who has been in close contact with someone infected by COVID-19, with high chances of being infected themselves, are requested not to come into physical contact with any colleagues during this time and should self-isolate for 10 days.
- Anyone who receives a message from NHS Test and Trace or via the Protect Scotland app which informs them that they need to isolate must do so immediately. Notify your manager and HR and send a copy of your message to HR department.
- Where possible a parent who is required to stay at home with their young children can request to work from home. Follow up should be with the Manager or Departmental Leader to make arrangements and set expectations.
- Anyone required to provide care to a family member infected by COVID-19 can request to work from home. They are only permitted to return to work 10 calendar days after the family member first showed symptoms, provided that they're asymptomatic or have had a test confirming that

they do not have the virus. They are also requested not to come into physical contact with any colleagues during this time.

- Anyone who has recently returned from a country that is not on the green list or travel corridor list when available, must self-isolate for 10 days and may return only if fully asymptomatic. Proof of tests taken may be asked for. They are also requested, where possible not to come into physical contact with any colleagues during this time. Employees are required to follow the travel advice from Gov.uk and should check with HR about requirements before travelling abroad if unsure.

**B. Travelling/commuting measures:**

- All work trips and events will be reviewed as lockdown eases.
- In-person meetings should be done virtually where possible, especially with non-company parties.
- Anyone who normally commutes to the workplace by public transportation and does not have other alternatives must follow the Government guidelines.

**C. General hygiene rules:**

- Everyone should wash their hands often, following the [20-second hand-washing rule](#). They should also use the sanitizers that are available around the workplace.
- Cough/sneeze into your sleeve, preferably into your elbow. When a tissue is used, it must be discarded properly and hands cleaned and sanitized immediately.
- Use face coverings provided whenever you are less than 2m away from a co-worker. This applies to all employees/visitors/contractors unless they are medically unable to wear one.
- Use antibacterial wipes to clean regularly used areas around your workplace and machine.
- Windows should be open where possible to ensure good ventilation but adhering to BRC requirements (flyscreens).
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If coughing/sneezing on a regular basis, avoid close physical contact with co-workers. If cough persistent do not come to work.

**4. Responsibilities**

**a) Managers' responsibilities**

We expect all Senior Managers, Team Leaders, Supervisors and the Health and Safety team to comply with and uphold arrangements and procedures implemented.

**b) Employees/Visitors/Contractors responsibilities**

All employees/visitors/contractors are responsible for notifying the company immediately if they have any Coronavirus symptoms or live with someone who has the symptoms and to stay at home if necessary.

**5. References**

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

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

Managing Director: \_\_\_\_\_



Date: \_\_\_\_\_

19/04/2021