



Coronavirus Policy Overview v1.1 19th May 2020

This policy and procedures apply to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

The policy has been designed to provide clear guidance to management and employees about the impact of Coronavirus on Cistermiser Ltd and its people. It also sets out expectations of both management and employees.

This policy will be updated in line with government advice; government advice overrides any conflicts with outdated versions of this policy.

1. Introduction

Cistermiser Ltd places the health and wellbeing of all its employees, their families and friends in its highest regard. As such this document sets out the company's stance on good practice, expectations and pay in circumstances relating to the Coronavirus.

2. Roles and responsibilities

2.1 Manager responsibilities:

- keep accurate records of employee absence relating to coronavirus by recording in M-Files absence reporting and advise HR of any cases
- take steps to identify other employees who have been in contact with an employee diagnosed with coronavirus and take necessary actions
- be vigilant relating to employee holiday plans and keep up to date on the changing picture relating to travel advice
- keep in regular contact with anyone who has either been diagnosed or in self-isolation

2.2 Employee responsibilities:

- advise their manager if they believe they are at risk or have been in contact with anyone who is at risk
- follow relevant travel advice when making plans for holiday, or are due to travel to an affected area
- report any sickness or symptoms of the virus immediately to their manager
- Follow COVID-19 Precautions instructions
- Use PPE where instructed
- First Aiders – see Coronavirus guidance for First Aiders
- It is the employee's responsibility to ensure that ALL colleagues and visitors follow this policy at all times – this includes advising offenders of any non-compliance and reporting any person that persistently or refuses to comply with the policy

3. Preventing infection

The best way to prevent infection is to avoid being exposed to the virus. There are general principles anyone can follow to help prevent the spread of respiratory viruses, including:

- washing hands often - with soap and water or use alcohol sanitiser that contains at least 60% alcohol if handwashing facilities are not available - this is particularly important after taking public transport.
- covering a cough or sneeze with a tissue, then throwing the tissue in a bin.
- employees who feel unwell should stay at home and should not attend work if they have been in contact with anyone diagnosed or showing symptoms.
- employees should wash their hands:
 - before leaving home
 - on arrival at work
 - after using the toilet
 - before food preparation
 - before eating any food, including snacks
- avoid touching their eyes, nose, and mouth with unwashed hands
- do not shake hands
- clean and disinfect frequently touched objects and surfaces

If employees are worried about their symptoms or those of a family member or colleague, they should call NHS 111. They should not go to their GP or other healthcare environment; this is to avoid spreading any infection.

4. Symptoms of coronavirus

- a cough
- a high temperature
- shortness of breath

These symptoms do not necessarily mean someone has the virus.

5. Diagnosed with Coronavirus

If an employee is diagnosed with coronavirus, they should advise their manager as a matter of urgency who will record the sickness and begin a process of identifying who the employee may have been in contact within the workplace.

This absence will be recorded as sickness and current sick pay rules will apply.

6. Process in cases of suspected exposure to the virus

6.1 Direct or indirect exposure to the virus

If an employee has been in contact with someone who has been diagnosed with the virus or is suspected of having the virus or has been told by a medical expert to self-isolate, they should speak to their manager before attending work.

Employees may be asked to self-isolate in these circumstances in line with NHS guidance.

7. An employee becomes unwell at work

If an employee displays symptoms of coronavirus they should:

- make steps to go home and self-isolate as soon as possible
- take themselves to a safe distance from other people (at least 2 metres away)
- isolate themselves in a room away from others
- avoid touching anything
- cough or sneeze into a tissue or the crook of their elbow
- use their own phone to call NHS 111 or for an ambulance if their life is at risk

The manager should begin the process of identifying who the employee has been in contact with and advise HR and follow the NHS guidelines regarding notification and tracing.

8. Self-isolation

If an employee has symptoms of coronavirus or has been in close contact with someone who has symptoms, they will be asked to self-isolate in line with NHS guidance. This means:

- they should stay at home
- not go to work or to any public places
- not use public transport or taxis
- ask friends, family members or delivery services to do errands for them (deliver any shopping or provisions)
- try to avoid visitors to their home other than to drop off food, etc.

Self-isolation is for up to 14 days (or as advised by medical expert) and is to help reduce the possible spread of infection.

Self-isolation for medical reasons will be classed as sickness and the absence will be recorded as sickness and normal sick pay rules will apply subject to any posted and notified exceptions that apply to the Coronavirus outbreak. Employees will be asked to provide evidence of any medical advice.

During periods of self-isolation, depending on the nature of your role, you may be expected to work from home, in these cases it will not be recorded as sickness.

9. Statutory Sick Pay (SSP)

The Government have announced emergency legislation to extend SSP in an attempt to tackle coronavirus. SSP will be paid from the first day of sickness as a temporary measure for absences related to coronavirus. This applies to any employees in a trial period and not entitled to company sick pay.

10. Absence recording

If an employee is diagnosed with coronavirus the information should be recorded as sick on the system.

If an employee is advised to self-isolate and they are able to work from home, then this will not be recorded as sick.

If an employee is advised to self-isolate and they are not able to work from home, the absence should be recorded on the system.

11. External support

Employees are reminded that Help@Hand from UNUM is available to offer support and advice on a range of issues including work related concerns, stress, anxiety and depression and health issues. They can be contacted 24 hours a day, 365 days a year via the app.

12. Site Visits

Any Cistermiser employee visiting a customer or supplier must follow the changes to working practices as described in the Site Visit RAMS available on M-Files ([COVID 19 RAMS Site visits](#)). For high risk sites a dedicated risk assessment may be required to be completed and saved on M-files, employees to review with manager before confirming site visit.