

Covid-19 Policy

INTRODUCTION

The Company is committed to ensuring the safety, health and welfare of all employees. To this end, this policy sets out steps that the Company is taking in order to tackle the coronavirus outbreak, alongside expectations that are placed upon employees. As the business continues to navigate through these unprecedented times, we must comply and adhere to HSE, National and Government guidelines. This will require a review, and where necessary, amendments to existing risk assessments, to reflect the changed work landscape caused by Covid-19. The Company has nominated Covid19 officer/s whereby all employees must attend induction Covid19 training. {*Reference Employee Handbook, V2., S2., Safety, Welfare & Hygiene*}

A) RETURNING TO WORK {*Reference Covid-19 Return to Work Form, Appendix I*}

Employees must complete a detailed return to work covid-19 form on their return to work following various type of leave, and be advised is not an exhaustive list, temporary layoff, annual leave, sick/injury leave, bereavement leave, parental leave, maternity leave etc. Employees who worked during the Covid-19 must also complete the form ignoring Temporary lay-off section.

B) INFECTION CONTROL MEASURES {Covid-19 HSE Posters}

All employees must follow these guidelines from the World Health Organisation on infection control, both whilst at work and in their daily lives. This includes:

- frequently washing their hands by using soap and water and alcohol-based hand rub
- when coughing and sneezing, covering mouth and nose with flexed elbow or tissue, throwing tissue away immediately and washing your hands
- avoiding close contact with anyone who has fever and cough

C) IF YOU DEVELOP SYMPTOMS

Should you begin to display symptoms of the virus, you must follow HSE guidance to find out what to do next, contact either your GP or HSE on { **1850 24 1850** } and it is recommended you do not go to your GP's surgery in person. You must also notify your direct Line Manager at your earliest convenience after you have made contact with either your GP/HSE.

D) EMPLOYEE TRAVEL PLANS

The Company accepts that some of its employees will have plans to travel in the near future, including pre-booked and paid for holidays. Certain countries have been identified as having been severely affected by the virus and we would therefore ask that employees consider, for their health reasons, whether travelling to these areas is the best thing to do. If a decision is made to travel, we ask that employees let their manager know of the countries to be visited so that their return can be managed appropriately. We also ask all employees to keep themselves up to date with Government guidance on the countries which require self-isolation upon return, and bear in mind that this guidance can change on a daily basis.

If you would like to cancel any pre-booked annual leave, you should discuss directly with your Line Manager.

E) PERIODS OF SELF-ISOLATION

The Government is currently advising people to self-isolate if they have recently returned from certain countries even if they have no symptoms, which means staying at home and not having contact with other people. In the event that this applies to you, you must not attend work during the isolation period. If you did not already inform us of travel to such countries beforehand, you must inform us before you return to work by telephone and you do not show into work until you have approval from your Line Manager. Your manager will keep in contact with you during this period. Where feasible, we will try to accommodate reasonable measures with you.

Some countries require self-isolation on return only where you display symptoms of the virus. If you do have symptoms on your return including a cough, fever or difficulty breathing, you should not attend work, follow Government guidance on what to do next, which may include using internet or telephone services, and also follow our normal sickness reporting procedures. In this situation, you will be treated as being on sickness absence.

If you return from a country which does not require automatic self-isolation, and you are displaying no symptoms, you should be prepared to attend work as normal. However, if there is a reason why you think you may have been exposed to the virus, you should let your manager know before you return to work.

F) SENDING EMPLOYEES HOME/REQUIRING EMPLOYEES NOT TO ATTEND WORK

If we are concerned that you may have been exposed to the virus, even though you are not displaying symptoms, we may take the decision to send you home/require you not to attend work. This may occur if, for example, you inform us that you have been in close contact with someone else who has, or may have, the virus. This is treated as a period of time off for medical reasons. It is not considered a disciplinary sanction; the period of time off will be in recognition of the possibility that your continued presence in the workplace poses a risk of spreading the virus.

If, during this period of time off, you develop symptoms, you should follow Government guidance on what to do next, which may include using internet or telephone services, and follow our normal sickness reporting procedures. You will then be treated as being on a period of sickness absence.

G) EMPLOYEES WHO GET THE VIRUS

If you get the virus, you should take and follow medical advice on the length of your sickness absence. You are required to produce a medical certificate for illnesses lasting seven calendar days or more, however, we appreciate that you are not likely to be in a position to obtain a medical certificate in usual timescales, therefore you should provide it as soon as is reasonably practicable. During your absence, our normal sickness absence rules will apply.

H) ATTENDANCE AT WORK

Unless you have followed our usual reporting procedures in relation to sickness absence, are in self-isolation following Government guidance or not attending work under our specific instruction, you are expected to attend work as normal.

I) TEMPORARY BUSINESS CLOSURE

As time progresses, it may become clear that the business is temporarily unable to continue its operations as normal. In this scenario, we may be forced to close all, or part, of the business temporarily until such a time as we are able to resume operations. Whilst we will do all we can to ensure that this does not happen, we may be left with no option but to reduce your hours or place you on lay off or short time working. If you are placed on a reduced working week, or short time working, your pay will be reduced according to time worked. Employees will need to complete job seekers allowance form. The Company will seek to provide you as much notice as is reasonably practicable for any temporary shortage of work.

J) WORKING FROM ANOTHER LOCATION

It may be necessary for us to require you to work from an alternative work location if, for example, instructions from a third party mean that entry into our current workplace is not permitted. Your flexibility in this regard will be expected, however, all instructions of this nature will be reasonable.

The Company will consider, as part of its general approach to maintaining normal business operations, whether employees are to work from home. Obviously, this will not be possible in every case due to the nature of individual roles. However, we will assess the viability of this option, taking into consideration any equipment needed, at the relevant time and, as a result, you may be required to work from home for a temporary period. Employees should not assume that they will be permitted to work from home and advance authorisation will be needed in every case

K) HARASSMENT/BULLYING {Reference EHB}

We operate a zero-tolerance policy to all forms of harassment and bullying in the workplace. We will not tolerate any unacceptable behaviour to colleagues, suppliers, members of the public etc. Any complaints of this nature will be investigated in line with our usual policy and may result in disciplinary action, up to and including dismissal.

L) HEALTH AND SAFETY

Employees health and safety is paramount thus the importance of both the employer and employee working together to ensure high standards of compliance are adhered to and achieved. During these exceptional times, this is of particular importance. The business needs to continue its operations to protect employment and will do so taking into consideration all necessary health and safety requirements. This will include all guidance from our governing bodies such as the HSA, HSE, WHO and similar. Temperature control measures and nurse support will be implemented over the coming week for all employees.