



Fixability
Professional Solutions

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Covid - 19 Policy

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Covid – 19 Policy

Protecting the health and well-being of our employees, contractors and anyone affected by our work is our top priority and we have developed a proactive plan designed to minimise the impact of COVID-19 within our workplace. We will follow guidance from Public Health England and the UK Government.

The COVID-19 public health emergency guidance is constantly changing. Therefore, this policy and our management plans will be subject to change and ongoing reviews. All changes to the policy will be communicated to employees.

The policy includes the measures that we are actively taking to protect our employees, visitors and contractors from the COVID-19 virus and to further mitigate the spread of it through the company and wider community. To maintain a healthy and safe workplace, all employees and contractors are requested to follow all the rules diligently. It is important that we all act responsibly and transparently to these health precautions.

Scope

This coronavirus policy applies to all of our employees who are either working in the workplace or at home.

Policy Elements

- We will provide a safe and healthy place of work
- We will provide hand sanitisers and desk wipes and where required applicable PPE
- All employees are to comply with the COVID-19 notices posted around the building
- Social distancing must be observed at a level consistent with the current guidelines

Reporting

If you have cold symptoms, such as cough/sneezing/fever (above 37.5 °C), or feel poorly, stay at home, do not come to the office. Advise your line manager. If you have a positive COVID-19 diagnosis, you are to inform your manager and you cannot return to the office until you have fully recovered.

If you are feeling ill, but you can work, you can request to work from home where this is reasonable and possible.

If you are a parent and you must stay at home with your children, discuss this with your line manager/HR to make arrangements and set expectations.

If you need to provide care to a family member infected by COVID-19, discuss this with your line manager/HR to make arrangements and set expectations.

General Hygiene Rules

Follow Public Health England advice on washing your hands (i.e. follow the 20-second hand-washing rule). You can also use the sanitisers you will find around the office.

Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly in the closed top bins provided and wash/sanitise your hands immediately.

If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave) [or working from home if possible].

Try to avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.