

COVID-19 POLICY STATEMENT

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

The safety, health and wellbeing of our staff, customers and members of the public continues to be of vital importance to our company. This Policy Statement outlines our approach to working throughout the COVID-19 pandemic.

We will:

- Take into full account the COVID-19 Secure guidance published by HM Government when planning and implementing health and safety measures for COVID-19 control
- Consider all other relevant COVID-19 NHS and scientific guidance
- Carry out and regularly review a COVID-19 risk assessment which will consider the risks arising from COVID-19 and from any additional measures put in place to control those risks, such as altered patterns of work, home working, furloughed staff and layout or operational changes to our existing workplaces
- Continue to implement and enforce reasonable measures to reduce these risks as far as we can, following the HM Government recommended risk control hierarchy
- Continue to provide comprehensive information, instruction, and training to our teams
- Protect our workplace from COVID-19 contamination through various means, such as restricting visitors and managing deliveries
- Provide suitable equipment and cleaning products as required to keep our areas safe
- Make suitable layout changes to our existing workplaces to allow safe social distancing
- Support members of our team who have been positively diagnosed with COVID-19
- Support the mental health of our teams operating an 'open door' policy and signposting, where appropriate, to mental health resources

The importance of protecting everyone that comes into contact with our business and in protecting the reputation of the Company is of the highest importance. Any employee whose behaviours or actions are seen to put the business or customers at unnecessary risk will be dealt with in line with usual Disciplinary Policy and Procedure.

We understand that COVID-19 will continue to affect the way we work for the foreseeable future and we ask that you help us to keep everyone safe in our workplaces and communities by complying with the requirements that our Company and HM Government put in place.



Phil Tompkins - Director

May 2020