

# CORONA VIRUS POLICY

## Purpose

The aim of this policy is to provide an acceptable procedure for business continuity in light of the current situation with Corona Virus. Our overriding priority will be safeguarding the health, safety and welfare of employees whilst continuing to support our clients.

Whilst Alba Facilities Services will treat employees that encounter difficulties in attending work during this outbreak in a sympathetic manner, it must be recognised that, where possible, services have to be maintained.

## Policy Statement

Staff should make every effort to attend work during the current outbreak, unless specifically stated within this policy and without putting their personal and others safety at risk. Where it is unavoidable for staff to be absent from the workplace, with the agreement of their line manager and subject to operational needs, the manager in discussion with the staff member may agree one of the following options:

- Work from home (if practicable).
- Make the lost time up (usually within one month).
- Take annual leave.
- Take unpaid leave.
- Or apply a combination of the above options.

## Current situation

At present, the advice from Government is to continue working as normal ensuring good hygiene practices at all times.

Should any individual feel unwell and have mild flu like symptoms, they should immediately self isolate and contact their GP or NHS 24 by telephone only on 111 for further advice.

Anyone travelling to or from high risk areas such as China and Italy, should contact NHS 24 immediately for advice.

As a maintenance contractor working in locations of higher risk such as care homes, schools and hospitals, it is important to minimise contact with any people who would be considered at high risk such as the elderly, children and those with underlying health conditions.

Ensure your mobile phones and tablet devices are cleaned regularly using disinfectant wipes and avoid shaking hands with other people.

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A clean uniform should be worn daily without exception and all company vehicles should continue to be cleaned inside and out on a regular basis. This includes the use of disinfectant spray to clean the door handles (Inside and out), dash boards, steering wheels and gear knobs.

All AFS IT systems and telephone systems are cloud based and therefore can be operated fully whilst staff are working from home.

### **Possible Future Actions**

The Managing Director will update this policy on an ongoing basis as official advice is changed. The following measures will be considered in further updates as the situation develops with our overriding aim of being responsive to our client's needs as much as possible...

1. AFS Office Closure and all office-based staff working from home.
2. Cancel all face to face meetings where possible and utilise video conferencing systems.
3. Maintenance regime frequency reduced to compliance only.
4. Emergency response with priority to vulnerable clients such as nursing homes, sheltered housing and the NHS.
5. Increased use of temporary staff and sub-contractors.
6. Overtime working for staff not in affected areas

### **Responsibilities**

#### Managing Director

Update this policy on an on-going basis to ensure we are adhering to government advice at all times whilst mitigating as far as possible any risk to the health, safety and wellbeing of our staff and customers.

#### Managers

It is the responsibility of Managers to ensure all employees know and understand the procedures related to this policy and to enforce them at all times.

It is also the responsibility of managers to ensure the appropriate measures are in place to enable office/help-desk staff to work from home if required e.g. laptop/phone access.

#### Staff working from home

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It is the responsibility of staff working from home, to be prepared take work and work equipment home. It is also their responsibility to ensure this equipment is fully operational, tried and tested by 20<sup>th</sup> March 2020.

All Employees

It is the responsibility of employees to ensure the highest standards of hygiene are maintained and to comply with this policy and any updates that will be made in the coming weeks. Furthermore employees should ensure no unreasonable risks are attempted in getting to work and if in doubt should consult their manager/GP or NHS24 for advice and guidance.

All staff should also keep their line manager abreast of any situations on site that may impact this policy such as clients displaying flu like symptoms etc.

### **Trusted Sources of Information**


It is important to ensure that we are not listening to inaccurate information throughout this outbreak as this spreads panic and encourages inappropriate measures to be taken such as the current panic buying we are seeing in supermarkets. The BBC news channel is therefore designated as our primary source of information going forward with the BBC website and Government websites to be used also.

Social media should not be used as the trusted source of information unless the information on these platforms is from a trusted official source such as the organisations below.

The NHS, BBC, UK Government, Scottish Government.

### **Notification**

Where an employee experiences flu like symptoms or has returned from a high-risk area such as Italy or China, they must make immediate contact with their line manager before attempting to attend work. Failure to do so puts colleagues and customers at risk and is unacceptable in every circumstance.

Signed: 

Name: **Ian McCall - Managing Director**

Date: 10/03/2020