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|  | <b>Document Type:</b> HR Policies & Processes | <b>Ref:</b> HR0047 |
|                                                                                  | <b>Title:</b> Coronavirus policy              |                    |
|                                                                                  | <b>Issue Date:</b> February 2022              | <b>Version:</b> 11 |
|                                                                                  | <b>Owner:</b> Human Resources                 | <b>Site:</b> All   |

## **1. Policy Statement**

The aim of this policy is to provide a planned response to a pandemic such that in the event of a serious outbreak of coronavirus, the organisation can coordinate and manage a safe and effective response to the demands such an incident will have on its employees and the business. This policy applies to all colleagues. Advice from government updates and legal changes will be updated and monitored regularly by our Human Resources team.

## **2. Process Summary**

All employees should consider some simple steps to help protect the health and safety of themselves and their colleagues.

As a business we will adopt the following good practice with immediate effect:

- keep all stakeholders updated on actions being taken to reduce risks of exposure in the workplace
- make sure employee contact numbers and emergency contact details are up to date
- make sure managers know how to spot symptoms of coronavirus and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace develops the virus
- make sure there are clean places to wash hands with hot water and soap, and encourage everyone to wash their hands regularly
- provide hand sanitiser and tissues for staff, and encourage them to use them
- consider if protective face masks might help for people working in particularly vulnerable situations
- consider if any travel planned to affected areas is essential
- Review of key business areas of weakness e.g. feedstock supply chains/logistic deliveries/workforce
- Revenue generating opportunities/advantages
- Curb on all discretionary spending unless authorised by NH/RB
- Mandatory declarations for contractors/visitors to site
- Daily management calls for planning specific to pandemic and communications from this

The above will be reviewed and updated as per guidance from the government and NHS.

## **Reporting Procedure**

The sickness reporting rule is:

You should call within 60 minutes of your scheduled start time. Texting is not acceptable. If you are not well and can't come to work, you must call. If you can't get hold of your line manager speak to another manager or supervisor or to HR. We need to know, for your safety and well-being and that of others:

What the problem is:

If it's not Corona Virus related tell us what's wrong and when you expect to be back.

If it is Corona Virus Related, we need more information:

- Are you displaying symptoms yourself

More information on Corona Virus symptoms can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

You can check symptoms and get advice on what to do at <https://111.nhs.uk/covid-19>

Or by ringing NHS 111 if online access is difficult.

## **Self-Isolation and sick pay**

The government has stated that an employee or worker should receive any Statutory Sick Pay (SSP) sick pay from day one, if they need to self-isolate because they have:



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- coronavirus
- a high temperature or new continuous cough (usually 7 days of self-isolation)
- been told to self-isolate by a doctor/ NHS 111/ government track and trace
- a household member has been advised to self-isolate / tested positive for COVID-19
- For details of 'contractual' sick pay an employee should refer to their individual contract

If an employee or worker cannot work, they should tell their employer:

- as soon as possible
- the reason
- how long they're likely to be off for
- as soon as reasonably practical - provide evidence of appointment / test / test result / track and trace contact

Company sick pay will be paid as per employee's Terms and Conditions, however if insufficient evidence is provided the employee will only receive SSP from day one.

### **Sickness Absence and COVID-19**

If you are displaying symptoms yourself and your absence is COVID-19 related you will be required to provide evidence, for example, emails, text messages, test appointment and results containing any relevant dates.

If this evidence is provided the absence will not be treated as an 'occasion' and not be counted as a 'trigger' for the sickness absence policy.

Before an employee returns to work following self-isolating, evidence of two negative test results must be provided 24 hrs apart on consecutive days.

### **If an employee is not sick but the business tells them not to come to work**

If an employee is not sick but as a business we advise not to come to work, an employee will be entitled to their usual pay.

### **If an employee needs time off work to look after someone**

Employees are entitled to time off work to help someone who depends on them (a 'dependant') in an unexpected event or emergency. This would apply to situations to do with coronavirus. For example:


- if they have children they need to look after or arrange childcare for because their school has closed
- to help their child or another dependant if they're sick, or need to go into isolation or hospital

There's no statutory right to pay for this time off, and therefore would be deemed the same as standard TOFD (time off for dependants) which the company operates, which is unpaid.

The amount of time off an employee takes to look after someone must be reasonable for the situation. For example, they might take 2 days off to start with, and if more time is needed, we would expect for the employee to look to book holiday.

### **If an employee does not want to go to work**

Some people might feel they do not want to go to work if they're afraid of catching coronavirus. As an employer we will listen to any concerns staff may have. If there are genuine concerns, as a business we will try to resolve these concerns as our priority is to protect the health and safety of our employees. As a business we will look at flexible working if this is an option, however, will be evaluated based on a case-by-case basis.

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If an employee still does not want to go in, they may be able to arrange to take the time off as holiday or unpaid leave. As an employer we may not agree to this and will be measured on a case-by-case basis based on location, job responsibilities, cover, and business continuity.

If an employee refuses to attend work, it could result in disciplinary action.

### **If someone becomes unwell at work**

If someone becomes unwell in the workplace with coronavirus symptoms, they should:

- get at least 2 metres (7 feet) away from other people
- go to a room or area behind a closed door, such as a sick bay or staff office
- avoid touching anything
- cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- use a separate bathroom from others, if possible

The unwell person should use their own mobile phone to call either:

- 111, for NHS advice
- 999, if they're seriously ill or injured or their life is at risk

They should tell the operator:

- their symptoms
- which county/country they've returned from in the last 14 days

### **If someone with coronavirus comes to work**

If someone with coronavirus comes to work, the workplace does not necessarily have to close.

The local Public Health England (PHE) health protection team will get in contact with the employer to:

- discuss the case
- identify people who have been in contact with the affected person
- carry out a risk assessment
- advise on any actions or precautions to take

### **If the business needs to close a site**


#### **Working from home – updated 20.01.2022**

From 19<sup>th</sup> January the Government advised that staff are no longer asked to work from home if they can. The business has made the decision to continue with a “hybrid” approach where it is required, but with the majority of employees to be working from the office on a more frequent basis given space, precautions etc.

Managers will need to ensure a fair and consistent approach to hybrid working setting clear expectations and agreeing with their staff the days of the week working from home / office. It is an expectation of the company that the majority of working time will be spent in the office more often than working from home.

### **Lay-offs and short time working**

If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment even if this necessitates placing you on short-time working, or alternatively, lay-off. If you are placed on short time working, your pay will be reduced according to time actually worked. If you are placed on lay-off, you will receive no pay other than statutory guarantee pay if you qualify for this.

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You will receive a minimum of 1 weeks' notice that you are being placed on lay-off or short-time working or, where the shortage of work is not reasonably foreseeable, the Company will provide as much notice as is reasonably practicable. Once placed on lay-off or short-time working, you are required to remain available for work and the Company will provide as much notice as is reasonably practicable, or a minimum of 3 days' notice, to inform you of a return to your contractual working hours.

### Using Holiday

As a business we have the right to tell employees when to take holiday if they need to. If as a business we decide to do this, we will ensure that we inform employees at least twice as many days before as the amount of days we require for employees to take.

The business will continue to monitor the government and NHS guidance and law relating to this pandemic and will update and communicate any changes to this policy as required.

### **References**

<https://www.acas.org.uk/coronavirus>  
<https://www.nhs.uk/conditions/coronavirus-covid-19/>  
<https://www.gov.uk/coronavirus>

### **17<sup>th</sup> September 2020**

As a result of the increasing positive tests for Coronavirus around the country, the following changes, emphasis and clarity in our COVID Policy needs to be applied and reflected in your sites risk assessments.


- **All**
  - If employees are able to work from home, then they should do so.
  - Business as usual as regards to visiting of sites and other businesses
  - Maintain social distance where possible
- **Site based operational and engineering workers**
  - Adopt a clear desk policy for all workstations and sanitise them at the start and end of the work period. For shift changes assume that the previous shift has not done so
- **Feedstock delivery drivers**
  - Where possible drivers to remain in their vehicles
- **For office-based workers.**
  - From 26<sup>th</sup> January it will no longer be a requirement to wear face masks whilst moving around the office, however if staff opt to continue to wear face masks they may do so
  - Adopt a clear desk policy at the end of the day
  - Sanitise your work area at the beginning and end of your working day
- **For site security staff**
  - Adopt a clear desk policy at the end of the work period
  - Sanitise the work area at the beginning and end of your working period

### **25th January 2021**

#### Coronavirus vaccination

##### Policy

A vaccine to prevent serious health effects from coronavirus has been developed and made available to the public. The purpose of this policy is to set out our organisation's stance on the vaccine as it affects our workforce and the

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related rights of our employees.

#### Vaccine status

Individual opinions on vaccines can vary greatly and we appreciate that having a vaccine is generally a personal choice, sometimes dictated by personal circumstances such as health or religion. The Government has not made the taking of the vaccine mandatory and therefore it remains a voluntary exercise.

#### Our stance

As an employer, we have a duty to ensure the safety of our employees. In addition, the Health and Safety at Work etc Act 1974 requires employers to take all reasonably practicable steps to ensure the health, safety and welfare at work of all their workers. Despite the extensive measures we have taken to ensure that our workplace and our working arrangements are, and continue to be, COVID secure, the vaccine provides a greater level of personal safety against serious illness.

Because of this, we encourage our employees to take up the opportunity to have the vaccine when it is offered to them.

We expect our employees to be treated with dignity and respect by their colleagues in relation to their decision over the vaccine. The organisation will not accept any bullying or harassment, or other unwanted behaviour, against an employee because of their decision.

#### Making an informed decision

It is normal that some of our employees may have concerns about having the vaccine. We encourage all of our workforce to make an informed decision by paying attention to official information sources such as the NHS. We would ask our employees to check the source of any information they read about the vaccine as we are aware that there is a certain amount of uncertified information available.

#### Having the vaccine

Current Government strategy for vaccinating the UK population is formulated on a priority basis according to age, industry sector and vulnerable status. Employees will receive notification of their vaccine appointment which may be at their normal GP surgery or at one of the vaccination centres set up specifically for this purpose. The vaccine is offered free of charge. It is currently administered in two doses, to be provided at separate appointments.

We encourage employees to verify a notification purporting to provide vaccine appointment details if this appears suspicious due to a number of scams attempting to gain bank details.

Employees should notify their manager of their appointment time on each occasion, giving as much notice as possible if time off work is needed. Employees must provide written evidence of the appointment date and time to their manager. Employees are entitled to paid time off to attend a vaccine appointment.

**17<sup>th</sup> January 2022**

#### **COVID-19 Lateral Flow Testing**

Should any employee feel unwell or have any potential symptoms whilst at work, no matter how minor then we recommend taking a Lateral Flow Test.

Should any employee feel unwell prior to attending work then they should stay at home and take a Lateral Flow Test (LFT), followed by a PCR test if the LFT is positive.

Lateral flow testing is a fast and simple way to test people who do not always have symptoms of COVID-19, but who may still be spreading the virus.

Each site has lateral flow testing kits that can be accessed by employees should they feel the need to do so. Taking the test is voluntary and the results are reported on the Government reporting site. The tests are easy to use and results available in less than 30 minutes. If you get a positive lateral flow test, but don't have symptoms, you can assume you



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have the virus and should self-isolate immediately. Self-isolation is 5 days, starting the day after your positive result. However, if you have negative lateral flow test results on day five and six, 24 hours apart., then you can return to work. The first LFD test should not be taken before the fifth day after your symptoms started (or the day your test was taken if you did not have symptoms). However, the self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart.

Lateral flow testing is a complimentary tool and not a replacement for other important measures such as social distancing, good personal hygiene and optimal ventilation requirements which are used to stop the spread of the virus and designed to protect employees and businesses.

If an employee tests positive after using a lateral flow test, please inform your Line Manager and HR immediately and follow the instructions provided with the test.

**17<sup>th</sup> January 2022 and following the removal of the legal self-isolation notice on 24<sup>th</sup> February 2022**

#### **Returning to Work Criteria after a Positive Test**

The guidance remains in place that Employees who have symptoms and receive a positive test result are required to self-isolate and can return to work after day 5 of their isolation period, provided they have received a negative result on day 5 and 6.and are medically fit to return. Employees may still return to work if they still have symptoms and are fit enough to do so, as these may persist for some time after the infection has resolved.