

## COVID-19 POLICY

### **Introduction**

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus. Symptoms of coronavirus (COVID-19) are a cough, a high temperature, shortness of breath and loss of taste or smell. Simple measures like washing hands often with soap and water can help stop viruses like coronavirus (COVID-19) spreading.

There's no specific treatment for coronavirus (COVID-19). Treatment aims to relieve the symptoms until you recover. Coronavirus (COVID-19) spreads from person to person, like similar viruses in cough and nasal droplets.

### **Policy Aims and Objectives**

#### **Aim**

To clearly state Brenmar's position on safe continuous working, where Government guidance permit us, during the global Covid-19 Pandemic.

#### **Objectives**

1. To ensure the company complies with appropriate guidance.
2. To minimise the risks associated with the spread of the virus.
3. To have clear hygiene rules in the workplace.
4. To provide employees with up to date guidance as set out by UK Government on the decisions made to reduce the infection rate across the country.
5. To continue to provide business continuity to our clients and reduce the spread of the virus.

### **1. Policy Rules**

1.1 The company requires all employees to report for duty free from any symptoms of the Covid-19 virus.

#### **Symptoms:**

- A high temperature 37.8c or above or
- A new continuous cough
- Loss of taste or smell
- Shortness of breath

1.2 Employees who develop any of these symptoms are to self-isolate immediately and notify Brenmar office of self-isolation.

1.3 Employees who are self-isolating to notify Brenmar office of any employees, client or family members they have had recent contact with. These details will be reported to Public Health England to assist in reducing the spread of the virus.

1.4 Employees working on any Brenmar site are to ensure strict hygiene practices are followed at all times. This includes the washing of hands for a minimum of 20 seconds regularly with soap and water. Facilities will be provided by Brenmar or in any agreement with the client to use their existing facilities.

1.5 Any employee who need to cough or sneeze are to do so into a tissue and dispose of in waste bins as soon as they are finished. No tissues or handkerchiefs that have been coughed or sneezed into are to be left in the working area or in the client public areas.

## **2. Communication & Training**

2.1 Training on hygiene practices and the above policy arrangements will be delivered to all operatives, office staff and senior management in the form of a toolbox talk. This will be delivered via email communication to minimise the amount of people congregating in one area.

2.2 Any new development and guidance made by the UK Government will be effectively communicated via email and/or telephone calls to keep employees up to date. Brenmar will follow all guidance and recommendations by the UK Government to ensure operatives are kept safe at all times.

## **3. Implementation of the Policy**

3.1 This policy will be implemented through communication and honesty from all of our employees. If an employee is noticed by others to have developed a cough by any other member of staff or through the client, they will be asked to self-isolate and not be allowed to work on any sites that Brenmar operate.

3.2 Even if the symptoms appear mild and somewhat controversial, employees will still be asked to self-isolate out of precaution to reduce the spread amongst our workforce, any clients and the general public.

This policy may regularly change as and when new guidance and recommendations are published by the government. Once this happens, this will be communicated as per section 2 of this policy statement.

Signed



Mark Harvey  
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