

## COVID-19 POLICY

### **Introduction**

COVID-19 is an illness that can affect your lungs and airways. It's caused by a virus called coronavirus. The most common 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 and social distancing can help stop viruses like coronavirus (COVID-19) spreading.

A vaccine rollout is ongoing throughout the UK and the rest of the world with almost 90% of the adult population receiving their 1<sup>st</sup> dose of the vaccine and almost 70% receiving their second dose (Fully vaccinated).

### **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 Any Employee who develops any of these symptoms are to self-isolate immediately, undertake a PCR test and notify Brenmar office of self-isolation. If the test result is negative, employees can return to work. If tested positive, employees must isolate immediately for at least 10 days from the onset of symptoms of a positive test.

1.3 Employees who have been double vaccinated and is recognised as a close contact to someone who has tested positive for Covid-19 are to notify Brenmar immediately, not attend work and undertake a PCR test. If results are negative, they can return to work.

1.4 Fully vaccinated employees must provide Brenmar with certification of proof, otherwise they will be considered not fully vaccinated.

1.5 Partially / unvaccinated employees must self-isolate for 10 days if recognised as a close contact of someone who has tested positive for Covid-19.

1.6 Partially / unvaccinated employees must notify Brenmar should they develop any of the abovementioned symptoms, not attend work and undertake a PCR test. If the PCR test results are negative, employees can return to work. If the test result is positive, they must isolate immediately for at least 10 days from onset of symptoms or positive test result.

1.7 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.

1.8 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.

1.9 Brenmar do not require employees or sub-contractor employees to undertake lateral flow tests twice a week however, Brenmar do recommend they continue to take the tests at home should they feel they should.

1.10 Employees should wear face coverings where client site rules are dictated and follow these at all times. When working within Brenmar working spaces, Brenmar do not enforce the wearing of face coverings however, if an employee feels more comfortable wearing one, they may do so at their own discretion.

## **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

A handwritten signature in black ink, appearing to read 'M. Harvey', with a horizontal line underneath.

Mark Harvey  
Director

November 2021