

COVID-19 Policy

Introduction

Andrew Porter Ltd, Andrew Porter UK Ltd, Andrew Porter Holdings Ltd is/are committed to ensuring the health, safety and welfare of all employees. This policy describes the measures we have put in place to protect you from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

Scope

This policy applies to all employees of Andrew Porter Ltd, Andrew Porter UK Ltd, Andrew Porter Holdings Ltd.

Infection control

All employees must follow the guidelines promoted by Public Health England, the NHS and the World Health Organisation on infection control whilst at work and in their daily lives. This includes:

- Regularly cleaning your hands using alcohol-based hand rub or soap and water;
- When coughing and sneezing, covering your mouth and nose with a flexed elbow or tissue, throwing this tissue away immediately and washing your hands; and
- Avoiding close contact with anyone who has a fever and cough.

Notices promoting infection control best practice will be displayed throughout the workplace. The company will ensure that adequate stocks of soap and hand sanitiser solutions are available in the workplace.

Business travel and attending work

Currently, our business is not listed as one that has been ordered to close. As a result, we will remain open, but employees will work from home wherever possible. If it is not possible to work from home, our employees are permitted to attend work at this current time. However, other government measures, such as the social distancing rules, should and will be observed at all times. The government has issued updated sector-specific guidance on how to make workplaces safe in the current pandemic, which we will be following. We have also conducted a risk assessment in respect of the workplace, which can be viewed [insert details]. If employees have any specific concerns about attending work at this time, they will be requested to contact their line manager immediately. We will of course keep this under review and update our advice on receipt of any further clarification or guidance from the government.

If an employee(s) contracts the virus

Any employee who begins to suffer from symptoms of COVID-19 will be instructed to take medical advice as to the length of their absence and the measures required to prevent the spread of the virus. Our normal sickness absence procedures will apply, and the employee will need to keep us updated on their availability to attend work. Our normal procedure requires employees to produce a doctor's note after seven days of absence, although we appreciate this may not be possible in the circumstances. During their absence, employees will be entitled to statutory sick pay (SSP) in line with the usual qualifying criteria. Again, we will review evidential and sick pay requirements in line with any changes the government may make in this regard.

Self-isolation

The most common symptoms of coronavirus are recent onset of a new continuous cough, high temperature, and/or loss of sense of taste/smell. If you have any of these symptoms, however mild, employees are instructed to stay at home and book a test via the NHS testing service.

If employees are self-isolating because they have these symptoms, or have received a positive COVID-19 test result, this absence will count as sick leave and our normal sickness absence procedure will apply. During any absence, employees will be entitled to SSP in line with the usual qualifying criteria. We will be reviewing this regularly in order to take into account any updated guidance from the government.

If employees are self-isolating because they live with someone who is showing COVID-19 symptoms or has tested positive, but are not ill themselves, this absence can count as sick leave and our normal sickness absence procedure will apply, unless they are able to work from home during this period. During any absence, employees will be entitled to SSP in line with the usual qualifying criteria. As an alternative, we can consider whether it is possible for employees to work from home.

If employees are following the government's guidance for clinically extremely vulnerable people and have a letter from a medical practitioner advising that they are very vulnerable and need to stay at home, then this absence can count as sick leave and our normal sickness absence procedure will apply, unless they are able to work from home. During any absence, they will be entitled to SSP in line with the usual qualifying criteria.

If employees are contacted as part of the government's test and trace scheme and instructed to self-isolate, this absence will count as sick leave and our normal sickness absence procedure will apply, unless they are able to work from home. During any absence, employees will be entitled to SSP in line with the usual qualifying criteria.

If employees are self-isolating but not in accordance with advice as above and are not ill, in the absence of homeworking or annual leave, even though you do not meet the statutory definition of sickness under the legislation dealing with SSP, we will treat this as a period of "discretionary" sick leave and pay you in accordance with our normal absence policy given we do not want to risk you attending work and possibly spreading the virus. However, we will consider the best course of action on a case-by-case basis.

If employees are required to quarantine after travelling abroad, we will assess how this period is treated on a case-by-case basis.

If employees are experiencing financial hardship they can speak to their line manager. Individual situations will be considered on a case-by-case basis.

Homeworking

Given the current situation, a period of homeworking may be necessary. However, for this to be a possible option, the employee role must be suitable for homeworking. There are certain roles which can only be carried out from within the work environment, and in those circumstances, homeworking may not be possible.

Each request or requirement for homeworking will be considered on its merits and any final decision in that regard rests with the designated line manager. If employees disagree with any decision to deny homeworking, employees must speak with their line manager in the first instance to discuss the reasons.

Emergency dependant leave

If employees are unable to attend work due to the need to arrange care for a dependant (for example, if your child's school or nursery is closed), our usual emergency time off for dependant leave policy will apply.

As a reminder, employees are permitted unpaid emergency leave to make alternative care arrangements, rather than to actually take care of the dependant. As such, any period of emergency

leave is normally fairly short in duration (24 to 48 hours for example), although each instance will be judged on a case-by-case basis.

If care is required beyond that, we may agree with employees a period of homeworking – depending on whether that fits in with your role and the needs of the dependant – or a period of annual leave. Alternatively, we may grant unpaid leave for this time off.

Sending employees home or requiring employees not to attend work

There may be circumstances where it is necessary to send employees home from work or request that employees do not attend the workplace (for example, if we are concerned that employees may have been exposed to the virus). If this is necessary, full pay will be granted for any period of leave or we may agree that you take some annual leave. Please note that if employees are asked not to come to work on the basis that they are required to self-isolate in accordance with government guidance, as referred to above, and they are unable to work from home, the absence will be treated as sick leave.

If employees become unwell during this time or are advised to self-isolate in accordance with the “Self-isolation” section referred to above, employees should follow government guidance on the next steps and follow our usual absence reporting procedure. Employees would then be treated as on sick leave and would be paid in accordance with our absence policy.

Temporary business closure and lay-off

As the situation develops, it may be that the business is no longer able to operate, even with employees working from home. If we are forced to close part or all of the business temporarily, it may be necessary to lay employees off or agree a period of lay-off or short-time working. Please rest assured that we will do all that is possible to avoid this. However, should this become necessary, we will discuss with employees further in that regard at the relevant time.