



## UNGERER LIMITED

### Coronavirus (COVID-19) Policy

Ungerer Ltd is committed to both protecting our work force from coronavirus and from preventing the spread of coronavirus within the community. To achieve this Ungerer has implemented this Coronavirus policy where:

#### **The Company:**

- Require any staff identified as vulnerable and allow them to shield on full pay until such a time as the government advises they are safe to return to work.
- Allow partners and/or carers of vulnerable workers to self-isolate on full pay.
- Ensure regular contact is made with those staff working from home to ensure they continue to feel part of the team.
- Allow any staff reporting symptoms of COVID-19 to self-isolate for 7 days or until symptomless on full pay.
- Allow staff having family or other members of the same household suspected of having, or having, COVID-19 to self-isolate for 14 days or until symptomless, on full pay.
- Require all non-essential staff to work from home where they are able.
- Stop all travel, both internationally and within the UK until at least the end of September unless it is required for business critical reasons for which the prior approval and authorisation of the Managing Director is required.
- Ensure adequate social distancing of at least 2 metres is adhered to within the workplace.
- Ensure there is a good supply of fresh, clean air circulating throughout the buildings.
- Ensure all communicating doors are kept open where possible to prevent need for contact with door handles.
- Encourage respiratory etiquette and good hand hygiene by all employees.
- Restrict and clearly indicate the maximum number of people allowed into a room/office at any single time.
- Ensure communal equipment such as telephones, computer keyboards, scanners, photocopiers etc., are cleaned regularly and that wipes and hand sanitisers are available close to hand and available for use.
- Ensure staff use their own transport to/from work at all times where possible.
- Provide hand-sanitising facilities at all entrances and exits to buildings.
- Ensure adequate supplies of hand sanitiser available at frequent locations around the building and encourage staff to wash/clean their hands frequently.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal for disposal.
- Switch-off communal air conditioning systems to prevent any recirculation of contaminated air.
- Require all warehouse delivery drivers to remain in their cabs whilst on site.

## **Employees who have symptoms**

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever, signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Employees should notify their Managers and stay home if they are sick.

Do not require a Doctor's note for employees who are sick with acute respiratory illness to validate their illness or to return to work as they are advised not to visit their GP, instead call the 111 online coronavirus service

## **Separate sick employees:**

- employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
- Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

## **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and risk assess their potential exposure.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace.

## **Returning travellers**

Stay indoors and avoid contact with other people ('self-isolation) immediately if you've travelled to the UK from abroad currently for a period of 14 days.

Should you experience any symptoms of coronavirus you must use the 111 online coronavirus service to find out what to do next. Do not go to a GP surgery, pharmacy or hospital.



Dr Adrian P Gledhill,

HSE & Regulatory Manager