

	COVID-19 Health and Safety Policy	Reference	QF21
		Date	01.06.20
		Version	1

LEEPS Coronavirus (COVID-19) Health and Safety policy

Policy brief & purpose

This policy includes the measures LEEPS Ltd (LEEPS) are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. LEEPS will always treat your private health and personal data with high confidentiality and sensitivity. This policy is subject to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all of our employees and associates who physically work in our office, client offices or on-site.

Policy elements

Here, we outline the required actions employees and associates should take to protect themselves and their co-workers from a potential coronavirus infection.

Name: Rob Sherrin

Position: Managing Director

Signed: *R J Sherrin*

Date: 05/06/20

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General hygiene rules and Social distancing:

- Social distancing (currently the 2m rule), hand washing and covering coughs and sneezes, remain the most important measures to prevent the spread of coronavirus (COVID-19).
- Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing your nose, before you eat or handle food, or when you get to work or arrive home (follow the [20-second hand-washing rule](#)).
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as working from home).

Working from home:

- All employees will be actively encouraged to work from home, using equipment provided by LEEPS.
- If you are feeling ill, but you are able to work, you can still work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), we'll ask you to work from home for 14 calendar days, and return to office or site based work only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, you will be required to self-isolate for 14 days and you may continue to work from home if you are well. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent/guardian and you have to stay at home with your children, you can request to work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, you can request to work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.
- If you are well enough to work in the scenarios above, the employee will be remunerated as normal.

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Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office or site *only after* you've fully recovered and are asymptomatic.
- Employees will be entitled to SSP under new temporary SSP Regulations. Alternatively, where employees are fit enough to carry out some work whilst self-isolating at home and it is practicable for them to do so, employees will be remunerated as normal.

Travelling/commuting measures:

- In-person meetings should be done virtually where possible until government guidance changes.
- Where travel to offices is essential public transport should be avoided particularly at busy times. LEEPS will cover the cost of alternative arrangements.

Returning to the workplace:

- A return to workplace interview will be conducted with each employee prior to their return.
- The LEEPS office and any workplace occupied by LEEPS employees and associates will be subject to a risk assessment to satisfy that adequate COVID health and safety requirements have been met.
- Where LEEPS employees and associates are required to work at a client facility, LEEPS will review and satisfy themselves of the sufficiency of the clients risk assessment for the facility.
- Employees must alert their manager in the event that they are not satisfied with the COVID health and safety measures in place in their work environment, including client facilities.
- Face coverings are not generally required, with the exception of some circumstances such as public transport. In the event that they are a requirement for an employee in their place of work, these will be provided by LEEPS.
- Hand sanitiser and PPE will be provided or reimbursed by LEEPS.