

COVID-19 COMPANY POLICY

Policy Purpose

This policy is designed to provide all employees with important information regarding SARS-CoV-2, most commonly known as COVID-19. Information contained within this policy will include information about the COVID-19 outbreak and what Tailored Fire & Security are doing to support its employees. Please continue to take time to read the information contained within this policy.

It is to be noted that COVID-19 and the issues it brings with it are continually changing how we as an employer must tackle this risk. For this reason, this policy will be continually updated to ensure that the latest advice and guidance is being sought and implemented.

Scope

This COVID-19 Company Policy applies to all employees of Tailored Fire & Security who work both within the Head Office and who work on customer premises i.e., Engineers.

Symptoms of COVID-19

The main symptoms of COVID-19 are:

- A high temperature – this means you feel hot to touch on your chest or back.
- A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

It must be noted that these symptoms do not officially mean that you have the illness due to other illness also having these symptoms such as the seasonal flu.

Current guidance indicates that among those who become infected, some will exhibit no symptoms. Of those who do develop an illness, the majority will have a mild to moderate illness similar to seasonal flu. A minority will develop complications severe enough to require hospital care, most often pneumonia.

Prevention & Hygiene

COVID-19 can spread via airborne transmission as well as transmission via surfaces. For these reasons it is vital that we minimise the risk of transmission by following hygiene rules both whilst in the office as well as when on customer premises.

- Upon entering the Head Office, use the provided hand sanitizer.
- Upon entering the Head Office, allow for your temperature to be taken by the equipment located within reception.
- Wash your hands regularly and for at least 20 seconds (this can be achieved by singing happy birthday to yourself twice).
- If you do need to cough or sneeze, either use the crook of your elbow or a tissue. All tissues must be placed in a bin and hands washed / sanitised again.
- Face masks / coverings are to be worn whilst on customer premises, in the Head Office and on public transport.
- When visiting customer premises, their COVID-19 rules are to be followed at all times.
- Maintain social distancing of at least two metres.
- The office will be cleaned on a regular basis, making sure high traffic surfaces, i.e., door handles, are cleaned thoroughly.
- Avoid touching your eyes, nose, or mouth if your hands are not clean.

What to do if you have symptoms?

If you become ill whilst working, please speak to your Line Manager as quickly as possible. Please ensure you do this over the phone to minimise the potential spreading of COVID-19. When leaving your place of work, ensure that you avoid contact with as many people as possible, wear a face mask, sanitise your hands and leave the premises as swiftly as possible. You must head straight home the same way you came into work.

If you develop symptoms whilst at home, you must inform your Line Manager as soon as possible. This must be done via telephone and not solely relying on emails / texts etc.



A PCR test must be booked as soon as possible if you have a symptom of COVID-19. This can be done through the NHS' website. Whilst you wait for your results, Tailored Fire & Security requests that you take daily rapid lateral flow tests.

If you are fully vaccinated, as per Government guidelines, you do not need to self-isolate and can continue to work whilst awaiting your PCR test results. If you are not fully vaccinated, you must again follow Government guidelines and self-isolate. Any self-isolations need to be communicated to the HR Department.

What to do if you test positive for COVID-19?

If you have taken a rapid lateral flow test and it indicates that you are positive for COVID-19, you must apply to have a PCR test done to confirm the results.

If you have tested positive on a PCR test, then you must self-isolate. The self-isolation period is 10 days, starting when you first noticed your symptoms. If you did not have any symptoms, you must start your 10-day isolation from when you received a positive result. However, if you test negative on days 6 and 7 on rapid lateral flow tests, you can end your self-isolation period after 7 days as per new Government guidelines.

You must ensure that your Line Manager and the HR Department are informed of your positive result as soon as possible. This should be done both over the phone and via email with evidence of your positive results.

What to do if someone in your household tests positive?

If someone in your household develops any symptoms of COVID-19, they must follow Government guidelines and take a PCR test. If the PCR test comes back as positive, they must ensure they remain at home and self-isolate.

Employees who have a member of their household testing positive for COVID-19, if fully vaccinated, are to still come into work and/or attend site, ensuring that they are strictly following the rules on face masks, regular sanitising of hands. Again, we ask for employees to take daily rapid lateral flow tests to track any developments regarding their COVID-19 status. Non-vaccinated personnel are required by Government guidelines to self-isolate when they have been in contact with someone who has tested positive for COVID-19, this includes household member.

If you have a child who tests positive for COVID-19, the same rules should be followed when self-isolating. Childcare needs to be arranged, but it is understood that this may not be possible in certain circumstances when dealing with COVID-19. Childcare issues need to be addressed with your Line Manager to assist in decision making.

Travelling

Keep up to date with the latest official advice offered by the country you are departing from and travelling to. All countries may impose travel restrictions without notice.

If you are travelling out of the United Kingdom, all personnel are to be aware of the visiting country's COVID-19 guidelines and must check prior to travel.

If you are travelling back to the United Kingdom from another country, the correct Government procedure is to be followed.

All international arrivals must take a PCR test by the end of your second day after arrival and self-isolate until you receive a negative result. This has recently changed due to the developing concern for the Omicron variant.

If travelling on public transport anywhere in the United Kingdom, face masks / coverings are to be worn at all times, unless medically exempt. In addition to this, social distancing should be followed as much as possible and sanitise your hands regularly and after disembarking.

Risk Assessment, Signage & PPE

A risk assessment will be completed on a monthly basis to ensure all new control measures are addressed and implemented. This will be completed by the Compliance Manager and communicated to all employees by varying communication channels.

Appropriate signage has been put in place in the Head Office to remind all personnel and visitors on COVID-19 guidelines. This includes regularly washing hands, symptoms etc. and will be reviewed on a regular basis.

Tailored Fire & Security can provide all personnel with appropriate personal protective equipment and supplies. This includes disposable face masks, face shields, hand sanitiser and cleaning wipes. Any requests for any item listed needs to be made to your Line Manager.

