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CORONAVIRUS POLICY

This policy document applies to your employment at *[Insert organisation name and address]*, ("the Organisation") and all other organisation sites that you may be asked to work at from time to time. However, this policy does not form part of your contract of employment.

1. Policy Statement

This is a practical policy to help limit the risks from and spread of Coronavirus (COVID-19) in the workplace.

2. Outline

Coronavirus is easily transmitted, but recovery rates are very high. Those most at risk are the elderly and those with pre-existing medical conditions, such as asthma, heart disease, lung disease, diabetes, cancer, cystic fibrosis and immune system disorders.

3. Symptoms at Work

3.1 Employees who show Coronavirus symptoms at work should call NHS 111 or use the NHS 111 Online Service. Employees who show symptoms should be isolated at work in a room, which can be readily accessed by any emergency services staff. Ideally, the room should have good window ventilation too.

3.2 In this situation, other employees should not leave the workplace until NHS advice has been obtained - this is because other employees may have had contact with the employee showing symptoms.

4. Symptoms at Home

4.1 If you have symptoms at home or on the way to work, you should call NHS 111 or use the NHS 111 Online Service. You should not come into work, and if at home, you should remain there.

4.2 This advice applies to all symptoms that could be associated with Coronavirus, including those commonly associated with an ordinary cold.

4.3 If you have any of these symptoms, you should stay at home and self-isolate.

4.4 All employees self-isolating will be treated as being absent due to sickness - the Organisation Sick Leave Policy will apply.

5. Foreign Travel

5.1 All Organisation travel to the following countries or states is now expressly prohibited:

Cambodia
China
Hong Kong
Iran
Italy
Japan
Laos
Macau
Malaysia
Myanmar (Burma)
Singapore
South Korea
Taiwan
Thailand
United States
Vietnam

5.2 Any employees returning from these countries should call NHS 111 or use the NHS 111 Online Service - regardless of whether they have associated symptoms or not. All such employees should also follow current NHS advice and self-isolate for a minimum period of 14 days after their return.

5.3 Only essential overseas business travel is allowed. This is travel directly required to keep core functions of the Organisation operating and where the Organisation has expressly requested such travel. Any other overseas travel is now prohibited. This will be reviewed regularly, and the advice may change.

6. Domestic Travel

Only essential domestic business travel and commuting to and from any Organisation site should be continued. This is travel directly required to keep

core functions of the Organisation operating and where the Organisation has expressly requested such travel. This will be reviewed regularly, and the advice may change.

7. Conferences & Trade Shows

All employee attendance at any national or international events with a gathering of people, for example, conferences, trade shows, sporting events linked to hospitality etc. is now expressly prohibited until further notice.

8. Workplace Facilities

The Organisation will make liquid soap, paper towels and hand sanitisers available in all staff facilities - at all entrances to premises, toilets and communal areas etc. Where possible employees should use paper towels in toilet facilities, rather than hand dryers. All employees should thoroughly and regularly wash their hands during their working day.

**Sample document – the remaining are clause headings only
Full document contains all clauses**

9. Facemasks, Face-coverings & PPE

10. Remote Working

11. Children and the Elderly

12. Sick Leave & Notification

13. Contractual Rights during Leave

14. Previous Symptoms - Return, Phased Return & Flexible Working

15. General Return, Phased Return & Flexible Working

16. New Workplace Environment

17. Commuting & Transport

18. Date of Implementation

19. Questions

20. Policy Status

21. Alteration of this Policy

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