



Pandemic Policy

It is important to plan for a pandemic to ensure that the business can continue effectively in the event of lockdowns, travel restrictions, or those with health conditions being unable to travel to the workplace. This could be for reasons related to Coronavirus, Bird Flu or any other situation in the future that may result in restrictions being placed on us by central or local Government.

This policy will be the starting point with likely variations depending upon the circumstances at the time.

Communication

Information will be provided as soon as possible via your line manager. If your line manager is unavailable, then you will be notified by another member of the management team.

You will be briefed on virus symptoms, personal hygiene to restrict spread and any other guidance notified to us by the Department for Public Health. This will be via email and also in team meetings wherever possible.

Conduct at work

We expect you to follow any Government guidance very strictly, but for thoroughness this will usually include:

- Social distancing at work including sufficient space between people when attending meetings.
- Working from home where possible.
- Self-isolation where experiencing symptoms.
- Potential quarantine if exposed to a high-risk environment.

Absence from work

It may be that you are required to quarantine or self-isolate through no fault of your own. If you are not sick, then the Company Sick Pay policy will not apply.

Please assume that any time that you are required to quarantine or self-isolate during a pandemic, then this time will not be paid if you are absent. If you can work from home and are not unwell, then you shall be paid as normal.

Support

We are aware that everyone reacts differently and experiences their own challenges during times of pandemic. We are sympathetic that you have children to care for, elderly relatives to look after and your own health to protect whilst also trying to do your best at work.



With this in mind, it is important that you are open and honest with your line manager about how you are managing your workload along with any other personal pressures. If we don't know that there is an issue, then we can't help. It's important to us that we consider everyone's mental health as well as the physical ill health risks.

We may well reallocate jobs, tasks or responsibilities during a pandemic taking individual circumstances into account, and we would hope that we can rely on our team to be flexible as we try to accommodate all of our colleagues' requirements as best we can.

Review

This policy will be regularly reviewed, and it may well be that we send out different instructions or rules as the guidance changes or any legal restrictions are imposed. We will also review our position on any other associated policies such as sickness absence, bereavement leave and time off for dependants and remote working.

This policy is authorised by;

A handwritten signature in black ink, appearing to read 'M A Rana', is written over a light blue rectangular background.

M A Rana
Director