



COVID-19 POLICY

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Version 3



COVID-19 POLICY

Version Change Summary

| New Version ID | Date of Change | Summary of Changes |
|----------------|----------------|---|
| 1 | 01/03/2021 | Creation |
| 2 | 11/03/2021 | Final |
| 3 | 16/07/2021 | Updated to reflect government changes and client requirements and to broaden it to COVID-19 |
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1. PURPOSE

The purpose of this policy is to provide clear and transparent information to our employees and contractors regarding our approach to Covid 19. All our procedures have been produced following advice given and are in line with government guidance.

This coronavirus (COVID-19) company policy will be amended and updated in line with governmental guidelines. All staff will be informed of these updates as soon as possible by email.

As an essential service involving key workers, it is recognized that government guidance must be adhered to and all relevant publications are to be reviewed on a daily basis, with information and instruction to Rock Compliance staff distributed accordingly.

2. SCOPE

This COVID-19 policy applies to all employees and contractors who physically work in company offices and in the field. All staff must read and action this policy as necessary.

3. COMMUNICATION AND AWARENESS

Rock Compliance's compliance and health and safety manager, in conjunction with company directors and the CEO, will review relevant government legislation on a daily basis and communicate and raise awareness to all staff accordingly in both verbal and written format.

Awareness to be provided to employees by:

- Verbal and written communication

- Director and manager phone calls
- Covid-19 Awareness IHasco online training
- Risk assessments and method statements
- Self-isolation log

4. CONTROL MEASURES

Various control measures have been implemented by Rock Compliance in accordance with government guidelines, which are communicated to all staff.

These control measures are:

- Daily review of government legislation by compliance and health and safety manager, directors and the company CEO
- Email briefing to update employees on the latest government guidance where major updates have been provided by the UK Government
- Risk assessments and safe working given in relation to COVID-19
- Site-specific risk assessments to dynamically assess on-site immediate risk
- COVID-19 awareness training for all staff via IHasco online health and safety training
- Hand washing and hygiene awareness, including distribution of effective hand washing techniques produced by the NHS and also the cleaning of surfaces and equipment used
- Social distancing within by segregating office and site staff and allowing workers to work from home in the instance their role can be carried out effectively. Also ensuring staff are aware of social distancing and the need to maintain a distance of 1 metre from others with face coverings used when distancing cannot be guaranteed/maintained
- Appropriate PPE distributed to all staff including gloves, face coverings/masks and hand sanitizer
- Where possible, meetings held electronically via Teams app
- Self-isolation and vaccination logs in order to record and monitor
- A reporting procedure and structure informing staff the route of reporting incidents
- The use of masks/face coverings where social distancing of 1 metre cannot be maintained, or are entering enclosed spaces e.g., communal kitchen areas, meeting rooms, etc
- The use of masks/face coverings when working in commercial sites where social distancing measures of 1 metre cannot be guaranteed or specified by the site.
(Note: Scotland, Wales and Northern Ireland specifies face coverings must still be worn)

5. REPORTING

All incidents, are to be recorded and reported to the relevant manager/director and client accordingly by:

- Verbal and written communication
- Monthly HSEQ meetings
- Monthly leadership meetings

- Self-isolation log
- Risk assessments and working instructions
- Site-specific risk assessments
- Regular email staff briefing (with read receipts) to update employees on the latest government guidance

6. CONTINGENCIES

Business contingencies and early warning notifications will be discussed with clients and a plan will be constructed and agreed in relation of notifications, description of risk and action to be taken to include:

- Dates
- Notification reference numbers
- Description of risk
- Actions taken to avoid/reduce risk
- Action/Response
- Status

7. SYMPTOMS

The main symptoms of Coronavirus (COVID-19) are:

- A new, continuous cough
- A high temperature
- Shortage of breath

Please see the NHS website for more information on the symptoms. Symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk)

8. WHAT TO DO IF YOU HAVE SYMPTOMS

At work

If you become ill at work, please speak to your line manager as quickly as possible.

You should go to an area that is at least two metres away from other people and, if possible, find a room or area where you can be isolated behind a closed door. If you can, please open a window for ventilation. Please try to avoid unnecessarily touching surfaces.

Please ensure you go home, get tested and follow the track and trace process.

At home

If you become ill at home, please do not come into work. You'll need to telephone us in accordance with our usual Absence Management Policy and log your absence onto the Leave App in line with the Absence Management Policy.

9. WHAT TO DO IF YOU TEST POSITIVE FOR COVID-19

Please advise us immediately if you test positive for Coronavirus, even if your symptoms are mild. You will not be able to return to work until you are considered fit by Public Health England or any other competent authority. You don't need to obtain a fit note from your doctor, but please send to us anything you do receive that confirms your diagnosis and/or fitness to return to work.

If you feel well enough to work, please let us know. If your role lends itself to homeworking, we'll discuss how we can facilitate that.

We will not inform anyone else about your condition unless it's necessary to do so and we are legally able to. Our overriding obligation is to protect the health and safety of our staff, and we may therefore have to speak to your colleagues and other people with whom you've been in close contact in order to protect them. Any information we disclose will be limited to what is necessary for that protection.

Public Health England is responsible for 'contact tracing' (tracing anyone you have been in close contact with) and we will cooperate with them as appropriate.

10. WHEN YOU NEED TO SELF ISOLATE

Please follow the government guidelines on when you need to self-isolate. The NHS website has detailed advice on self-isolation available.

If you feel well enough to work, please let us know. If your role lends itself to homeworking, we'll discuss how we can facilitate that. If you don't feel well enough to work, or you can't work from home, this will be treated as sick leave as detailed in the Absence Management Policy and should be uploaded onto the Rock Leave App.

The government has up to date information for individuals who have travelled overseas and returned to the UK. If you have been abroad recently, please consult this and inform us if you are required to self-isolate.

If you are self-isolating, please log with this with HR to be logged on the self-isolation log. (See Section 5 - reporting)

11. COVID-19 VACCINE

We appreciate that having a vaccine is generally a personal choice, sometimes dictated by personal circumstances. The UK Government has not made vaccine mandatory and therefore it remains voluntary.

We have a duty to ensure the safety of our employees and because of this, we encourage our employees to take up the opportunity to have the vaccine when it is offered to them.

We expect our employees to be treated with dignity and respect by their colleagues in relation to their decision.

Employees should notify their line manager of their appointment time on each occasion, giving as much notice as possible if time off work is needed. We would appreciate it if you would attempt to secure a vaccine appointment outside of your normal working hours, or as close to the start or the end of the working day as possible. Time taken off work to attend the appointment will be paid.

11.1 Client requirements regarding COVID-19 vaccinations

Some of our clients have a requirement that you can only enter their premises if you're able to demonstrate evidence of having had a complete course of an authorised COVID-19 vaccine (or evidence that you are exempt from vaccination). This includes all CQC-regulated service providers of nursing and personal care, in care homes in England. See link below:

<https://www.gov.uk/government/consultations/making-vaccination-a-condition-of-deployment-in-older-adult-care-homes/outcome/making-vaccination-a-condition-of-deployment-in-care-homes-government-response>

In line with this government requirement, all employees and contractors who are working within care homes must be able to demonstrate evidence that they've had a complete course of an authorised COVID-19 vaccine (or evidence that they are exempt from vaccination). The requirement will only apply indoors and will exclude residents; friends or relatives of residents who are visiting; persons providing emergency assistance or urgent maintenance work in the care home; and those under the age of 18.

11.2 Record of Vaccinations

We would like to keep a record of which employees have received the COVID-19 vaccine to enable us to plan work in for you on our clients' sites.

We would request that you log the details of your vaccination record onto the My Rock App, Profile Info to include the date of your first and second vaccination and evidence of the vaccination. A screen shot of the NHS App confirming your vaccination or a photo of the NHS Covid Wallet Card are both acceptable evidence.

Link to My Rock App is provided below:

[My Rock - Power Apps](#)

12. SICK PAY

12.1 Statutory sick pay

If you are diagnosed with Coronavirus or have Coronavirus symptoms and you are too unwell to work from home, we will pay you statutory sick pay from the first day of absence - provided you meet the qualifying conditions. You will need to comply with the usual rules around notification set out in our Absence Management Policy.

We will also pay you statutory sick pay if you have to self-isolate if you are not able to continue to work from home. You will need to meet the qualifying conditions and inform us immediately.

12.2 Company sick pay

Our normal company sick pay applies to anyone who is unwell with Coronavirus or has Coronavirus symptoms and unable to work. You will need to comply with the usual rules around notification set out in our Absence Management Policy. Your company sick pay will start from the first day of absence for COVID-19 related sickness.

We may withhold sick pay to anyone who has travelled somewhere contrary to government advice on their first day of travel.

We may also withhold sick pay if we have reasonable grounds to believe that you are fit for work and can work remotely.



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