

# CORONAVIRUS POLICY/ GUIDELINES (UPDATED)

## I. OVERVIEW

- 1.1 This policy provides advice and guidance in relation to the Coronavirus (COVID-19) in the workplace. According to the NHS, COVID-19 is a new illness that can affect your lungs and airways.
- 1.2 This policy applies to all Sykes Cottages Ltd and subsidiary company employees, apprentices, consultants, officers, contractors, interns, volunteers, job applicants, agency and casual workers. We reserve the right to amend it at any time.
- 1.3 If you are an employee, this policy does not form part of your contract of employment.
- 1.4 This policy will be updated regularly to ensure that Sykes Cottages Ltd is adhering to the latest information provided by Government and NHS. Please see footer for the date.

## 2. POLICY DETAILS

- 2.1 Sykes Cottages Ltd and subsidiary companies are committed to complying with Health and Safety legislation, as outlined in our Health and Safety Policy.
- 2.2 This policy will comply with advice and guidance from the British Government and the National Health Service, and updates will be issued if the guidance and advice changes.

### 3. EMPLOYEE RESPONSIBILITIES

3.1 All employees are responsible for doing their utmost to look after their own health and wellbeing and that of their work colleagues. This includes:

- Employees need to inform their Line Manager and HR immediately should a member of their family, friends or anyone they have been in contact with is tested or confirmed as positive for Coronavirus.
- Washing hands thoroughly on a regular basis with hot water and soap, as well as using hand sanitising gel provided by the company.
- Ensuring that their mobile telephone number and emergency contact details are up to date on the company HR system.
- Employees are required to inform their line manager and HR of any medical issues that may make them more susceptible and at risk.
- Employees are required to inform their line manager and HR of any holiday destinations both in the UK and foreign travel they will be undertaking in the next few months.
- All Employees are required to check the Government website regarding travel advice before they undertake the journey.
- Should any employee who has recently travelled show signs of coronavirus or have been in contact with someone who has shown symptoms, they should:
  - Contact 111 National Health Line or look on the 111 website to seek advice.
  - Contact their Line Manager immediately.
  - Self-isolate for 7 days and not return to work unless authorised to do so by their Line Manager.

*Please note that Sykes Cottages Ltd reserve the right to ask any employee to refrain from attending the offices (wherever in the country), and work from home if they feel the employee poses a risk to the business. This decision is non-negotiable.*

## 4. SELF-ISOLATION

4.1 Any employee showing the following symptoms should self-isolate and inform their Line Manager and HR immediately:

- A high temperature
- A new, continuous cough
- Shortness of breath.
- Flu like symptoms.

Self-isolate for 7 days if you have symptoms and live on your own, the 7 days commence from the time of diagnosis or when the symptoms commence. If the symptoms continue then you must self-isolate for another 7 days.

Self-isolate for 14 days if someone in your household has the symptoms, or has been diagnosed with Coronavirus.

The period of self-isolation commences from the first day of the symptoms or diagnosis.

If at the end of self-isolation another individual in the household shows symptoms then you must self-isolate for a further 7 days.

If you are returning from an affected country or area then you should self-isolate for a period of 7 days.

## 5. SICK PAY

- 5.1 Sykes Cottages Ltd, normal Sickness and Absence policy applies to anyone who is absent from work due to having coronavirus with regards to reporting and keeping in contact with your Line Manager
- 5.2 Sykes Cottages Ltd will look at every case individually with regards to payment for time off sick, but SSP will be paid.
- 5.3 Employees will be required to produce a self-certification note for the first 7 days. If in isolation for more than 7 days employees will be asked to produce an isolation note, which can be obtained through the NHS website, 111 online or the NHS app.

***These documents must be given to HR/Payroll.***

## 6. IF AN EMPLOYEE NEEDS TIME OFF WORK TO LOOK AFTER SOMEONE

- 6.1 As per our Sickness and Absence Policy, an employee may take reasonable time off work to deal with emergencies involving your dependents. The same policy is relevant if either of the following points apply:
- If the employee has children that they need to look after, or to arrange for childcare because their school or other childcare provider has closed
  - To help their child, or another dependent if they're sick, or need to go into isolation or hospital

As per our sickness and absence policy, we do not pay you when you take time off for dependents

## 7. BUSINESS TRAVEL AND MEETINGS:

- 7.1 Sykes Cottages Ltd has postponed all travel to our sister brand Bachcare (New Zealand) with immediate effect for the foreseeable future. If you are due to attend Bachcare in the coming month then please see a member of the HR team.
- 7.2 Any business travel in the UK should also stop unless vital. This refers to attending conferences, meetings and our sister brands.

If in doubt, please consult with your Line Manager as to the necessity of any travel.

## 8. COMMUNICATIONS

- 8.1 All official communications and /or updates from Sykes Cottages Ltd regarding the Coronavirus will be sent from the Human Resources Department.
- If you receive information from another source, then please check with HR as to its validity.
- 8.2 Communications will be sent by one of the following methods:
- Text Message
  - Email
  - The Hub

All employees should ensure that their current personal email address and mobile phone number is listed in People HR as soon as possible to enable us to communicate with them.

## 9. ADVICE AND GUIDANCE

9.1 For further information and guidance regarding the coronavirus, please refer to the following links:

GOV.UK | <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>  
NHS | <https://www.nhs.uk/conditions/coronavirus-covid-19/>

## 10. REVIEW OF POLICY

- 10.1 This policy and updates will be circulated to management and will be made available on the company HR system for all employees to view.
- 10.2 The Human Resources Department will be responsible for reviewing this policy and for monitoring how effectively the policy meets its aims and objectives.