

# Stocks Group Coronavirus Policy

Our number 1 priority is the safety and wellbeing of our employees and all of our clients, suppliers and any members of the public that we come into contact with. We have produced this Policy so that our stakeholders are aware of our stance to combat the spread of Coronavirus (COVID-19) and keep everyone healthy.

We will:

- keep everyone updated on actions being taken to reduce risks of exposure in the workplace
- ensure that everyone's contact numbers and emergency contact details are up to date
- ensure that managers know how to spot symptoms of coronavirus and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace shows symptoms of the virus
- make sure there are clean places to wash hands with hot water and soap, and encourage everyone to wash their hands regularly
- provide hand sanitising agents and tissues for staff, and encourage them to use them
- reconsider any travel to affected areas

## Preventing the Spread of the Infection

We aim to prevent the spread of the virus by:

- Covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin straight away.
- Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- Try to avoid close contact with people who are unwell.
- Clean and disinfect frequently touched objects and surfaces.
- Do not touch your eyes, nose or mouth if your hands are not clean.

If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.

It is normal to be feeling concerned and anxious about the Coronavirus outbreak, especially if you or those you know are directly affected by it – it is an evolving and uncertain situation.

The best thing to do is keep yourself informed and up to date with the relevant information and to follow the official guidance.

The following symptoms may develop:

- a high temperature or fever
- a new continuous cough

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. If you are concerned about your own health use the online NHS 111 service, your GP / a medical practitioner.

## Returning from travel overseas

People who have returned from any Category 1 listed country in the last 14 days should avoid attending work. They should call NHS 111 for advice and stay at home. This list will be updated regularly but you are advised to check the list of Category 1 countries if you are due to travel. All other staff should continue to attend work.

Currently, there are minimal cases outside the listed areas and therefore the likelihood of an individual coming into contact with a confirmed case is extremely low.

These staff can continue to attend work unless they have been informed that they have had contact with a confirmed case of COVID-19

If individuals are aware that they have had close contact with a confirmed case of COVID-19 they should contact NHS 111 for further advice.

## Self-isolation and sick pay

Employees and workers will receive any [Statutory Sick Pay \(SSP\)](#) due to them if they need to self-isolate because:

- they have coronavirus
- they have coronavirus symptoms, for example a high temperature and / or new continuous cough
- they've been told to self-isolate by a doctor or NHS 111

You may also be eligible for sickness benefit through our partner organisation, Welplan. In this case, we are required to send a copy of the sick note with each claim and you are only eligible for payment after the first 7 days. We cannot pay any Welplan claim for sickness benefit without a sick note.

If you cannot work, you should tell us:

- as soon as possible
- the reason
- how long you are likely to be off for

## If an employee is not sick but the employer tells them not to come to work

If you are not sick but we ask you not to come to work, then you will get your usual pay.

## Time off work to look after someone else

You are entitled to time off work to help someone who depends on you (a 'dependant') in an unexpected event or emergency. This will apply to situations to do with coronavirus. For example:

- if you have children they need to look after or arrange childcare for because their school has closed
- to help your child or another dependant if they're sick, or need to go into isolation or hospital

There is no statutory right to pay for this time off and the amount of time off you can take to look after someone must be reasonable for the situation. For example, you might take 2 days off to start with, and if more time is needed, you can book holiday.

## If an employee does not want to go to work

Some people might feel they do not want to go to work if they're afraid of catching coronavirus and of course we will listen to any concerns you may have. For genuine concerns, we will try to resolve these concerns to protect the health and safety of our staff.

If you still do not want to come to work, you may be able to arrange to take the time off as holiday or unpaid leave. However, we do not have to agree to this and may not be able to, depending on operational conditions.

In this instance, if you refuse to attend work, it could result in disciplinary action.

## If someone becomes unwell at work

If you or someone you know becomes unwell in the workplace with coronavirus symptoms, then you should:

- get at least 2 metres (7 feet) away from other people
- go to a room or area behind a closed door, such as a sick bay or staff office
- avoid touching anything
- cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- use a separate bathroom from others, if possible

The unwell person should either:

- [use the NHS 111 online coronavirus service](#)
- call 111, for NHS advice
- call 999, if they're seriously ill or injured or their life is at risk

It's best for the unwell person to use their own mobile phone or computer to access these services.

## If someone with coronavirus comes to work

If someone with coronavirus comes to work, the workplace does not necessarily have to close.

The local Public Health England (PHE) health protection team will get in contact with us to:

- discuss the case
- identify people who have been in contact with the affected person
- carry out a risk assessment
- advise on any actions or precautions to take

## If we need to close our workplace

In a worst case scenario we may decide to shut our offices to non-essential staff. If that is the case, we will communicate with all relevant parties before doing so. We are open to people working from home and will provide support where possible.

## Lay-offs and short-time working

In extreme situations we may need to close down or reduce the working hours of all / parts of our business for a short time. Obviously we rely on our clients to continue operating normally for us to provide supporting to their engineering functions. If this becomes a possibility we will consult with you at our earliest opportunity for the benefit of all.

We will continue to work with our stakeholders to minimise the risk associated with the virus. We will regularly check the wellbeing of our employees and take all possible measures to reduce contact with people from outside of our control. This will require ALL visitors to our offices remaining in the vehicles until we have ascertained their business, whether they have any symptoms associate with the virus and whether they have recently returned from any of the Category 1 countries in the last 14 days. Please be tolerant if we cannot accept you on to our premises.

## Using holiday

We retain the right to tell employees and workers when to take holiday if required. For example, we could shut for a week and everyone has to use their holiday entitlement. If we decide to do this,

then we will inform you in advance. Obviously this could affect holidays already booked or planned so we will explain clearly why we need to close and try and resolve anyone's worries about how it will affect their holiday entitlement or plans.