

Coronavirus (COVID-19) company policy

Introduction

This document is A1 Group Limited Coronavirus (COVID-19) company policy. As a business there are a number of other supporting documents, we have developed that we recommend our employees, their families and customers follow during the coronavirus outbreak.

Policy brief & purpose

A1 Group Limited policy includes the measures the business is actively taking to mitigate the spread of coronavirus. All our employees are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace.

It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

NB: Please note that this coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to **ALL** of our employees who physically work in our Depots and at our client sites. We strongly recommend to any employee who works remotely to read through this to ensure we collectively and uniformly respond to this pandemic.

We recommend that all employees familiarise themselves with the other client supporting documents which are as follows:

- Covid 19 - General Guidance and Procedures
- Covid 19 - Operating Procedures
- Covid 19 - Risk Assessment
- Covid 19 - Customer Notification

Policy elements

In this policy A1 Group Limited have outlined the required actions employees should **MUST** take to protect themselves and their co-workers from a potential coronavirus infection.

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

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you have any of these symptoms, get a PCR test (test that is sent to a lab) to check if you have coronavirus and stay at home until you get your result, even if the symptoms are mild.

There are different tests you can get to check if you have coronavirus (COVID-19). The test you need depends on why you're getting tested.

The 2 main tests are:

PCR tests – mainly for people with symptoms, they're sent to a lab to be checked

Rapid lateral flow tests – only for people who do not have symptoms, they give a quick result using a device similar to a pregnancy test

If you have any of the above symptoms of COVID-19

Get a PCR test as soon as possible if you have any of these symptoms, even if mild and stay at home until you get your test result – only leave your home to have a test. Check if people you live with need to self-isolate

Other reasons to get tested

If you've been in close contact with someone who's tested positive for COVID-19 and you're:

- fully vaccinated or under 18 years old you should do daily rapid tests (1 a day for 7 days). Find out more about daily testing on GOV.UK
- not fully vaccinated, get a PCR test to check if you have COVID-19 on GOV.UK

What does close contact mean?

Examples of close contact include:

- **face-to-face contact under 1 metre for any length of time – including talking to them or being coughed on**
- **being within 1 metre of each other for 1 minute or longer**
- **being within 2 metres of each other for more than 15 minutes in total in 1 day**

Getting tested can tell you if you had COVID-19 at the time you did the test.

If you test positive, you can help the NHS contact people who may have caught the virus from you. They can then self-isolate and avoid passing it on to others.

Rapid tests if you do not have symptoms

About 1 in 3 people with COVID-19 do not have symptoms but can still infect others.

Rapid tests help to check if someone has COVID-19. If people test positive and self-isolate, it helps stop the virus spreading.

Research shows rapid tests are a reliable test for COVID-19. They give a quick result and do not need to be sent to a lab.

Even if you're vaccinated, you could still catch the virus or pass it on. Doing rapid tests helps to protect yourself and others.



17 January 2022 - changes

This guidance applies to **ENGLAND** - You can stop self-isolating at the start of day 6 if you get 2 negative rapid lateral flow test results on days 5 and 6 and do not have a temperature. Tests must be at least 24 hours apart. If either test is positive, wait 24 hours before testing again.

The self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart or for people who have not been fully vaccinated.

Work from home requests:

If you are feeling ill and where possible you are able to work, you can request to work from home although at CPS Grounds for the majority of employees this will not be possible.

Returning from Abroad

If you have recently returned from a particular area with a high number of COVID-19 cases, the business suggests you follow current GOV guidelines and complete a LFT and followed by a PCR Test

We will recommend you to self-isolate for 5 calendar days and undertake daily Lateral Flow Tests (LFT) and return to the business only if you can produce a negative LFT.

NB: If you have not been fully vaccinated then the self-isolation period is 10 days and again in order to return to work you must produce a negative LFT

Contact with

If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you will also be asked not to come into physical contact with any colleagues during this time.

If you're a parent and you have to stay at home with your children, you may request work from home where possible.

If you need to provide care to a family member infected by COVID-19, request work from home where possible.

You'll only be permitted to return to work 5 calendar days if you can produce a negative LFT

Traveling/commuting measures:

In-person meetings should be done virtually where possible.

If you normally commute to the Depot by public transportation and do not have other alternatives, please take the necessary COVID 19 precautionary GOV.UK guidelines in place at the time for using public transport.

If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, you may be required to self-isolate 10 calendar days (or whatever the recommendation COVID 19 GOV.UK guidelines are in place at the time. You must not to come into physical contact with any colleagues during this time.

General rules:

- keep your distance if you go out (2 metres apart where possible)
- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the **hand sanitizers** you'll find around the Depot/office, in company vehicles and where possible at client facilities
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).
- **Wear appropriate PPE** at all times to prevent the spread of COVID 19 i.e. disposable gloves, face masks, overalls & always ensure the safe disposal of all PPE in the receptacles provided at the Depot

Company COVID 19 Risk Assessments

At the A1 Group Limited we acknowledge we have a legal responsibility to protect our employees and others from risk to their health and safety. This means we have considered the risks our employees face and do everything reasonably practicable to minimise them, also recognising we cannot completely eliminate the risk of COVID-19.

We have ensured that the risk assessments for our business address the risks of COVID-19, using the various Government guidance booklets (links to these are at the end of this policy) to assist us in making our decisions and control measures.

We recognise a risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in our workplace. By creating robust risk assessments it will help A1 Group Limited decide whether we have done everything we need to. Where necessary we have also used the interactive tools available to support our business from the Health and Safety Executive (HSE).

As a business we are aware of our legal duty to consult with our employees on health and safety. We have done this by listening and talking to them about the work and how we will manage risks from COVID-19. We recognise the employees who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. We have involved them in making decisions as at A1 Group Limited we take their health and safety seriously and we have also consulted with the health and safety representatives of the business in developing our risk assessments.

In order to be at its most effective, full involvement of our employees creates a culture where relationships between A1 Group Limited and its employees is based on collaboration, trust and joint problem solving. As is normal practice, employees are involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the business.

A1 Group Limited and its employees always come together to resolve issues and if there are still concerns which cannot be resolved then we will consult with an enforcing authority, such as the HSE or our local authority. We understand that in future these authorities will identify employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks and they will consider taking a range of actions to improve control of workplace risks. *For example*, this would cover employers not taking appropriate action to socially distance, where possible and the HSE will offer specific advice to employers through to issuing enforcement notices to help secure improvements.

Managing the Risks

At A1 Group Limited we have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. We must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.

In the context of COVID-19 this means working through the following steps in order:

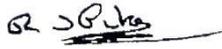
- In every workplace, increasing the frequency of handwashing and surface cleaning.
- At A1 Group Limited we will make every reasonable effort to enable work in small teams (bubbles) as a first option or if you are office based working from home. Where this is not possible for operational reasons then we will make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we will consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.
- *Further mitigating actions include:*
 - increasing the frequency of hand washing and surface cleaning
 - Increasing the use of PPE including face masks, goggles and gloves at all times if working in close proximity to a colleague
 - keeping the activity time involved as short as possible
 - using screens or barriers to separate people from each other
 - using back-to-back or side-to-side working (rather than face-to-face) whenever possible
 - reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

- Finally, if employees must work face-to-face for a sustained period with more than a small group of fixed partners, then we will ensure that we assess whether the activity can safely go ahead.
- In all our Risk Assessment we have particular regard to whether the people doing the work are especially vulnerable to COVID-19.

NB At A1 Group Limited we accept no employee is obliged to work in an unsafe work environment and we have shared the results of our risk assessment with our employees.

The Company will make all employees aware of the Covid Policy.

Signed:



Date: 1/1/24

Russell Pike - **Managing Director A1 Group**

Next Review date the policy will be reviewed at fortnightly intervals until January 2025

Additional Government Documentation

At the A1 Group in order to be fully compliant with current Government advice we have placed the following Staying Secure notice around our all our Depots at numerous locations to remind employees of their responsibilities.

<https://assets.publishing.service.gov.uk/media/5eb959f5e90e0708370f97f9/staying-covid-19-secure.pdf>

Guidance Documents

At the A1 Group we have for the specific areas of our business made the following Government working safely during corona virus documents available to all employees either via a hard copy from their Manager or via an electronic copy via our web site.

Construction and other outside work

<https://assets.publishing.service.gov.uk/media/5eb961bfe90e070834b6675f/working-safely-during-covid-19-construction-outdoors-110520.pdf>

Factories, plants and Warehouses

<https://assets.publishing.service.gov.uk/media/5eb965d5d3bf7f5d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-110520.pdf>

Offices and contact centres

<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf>

Other Peoples homes

<https://assets.publishing.service.gov.uk/media/5eb967e286650c2791ec7100/working-safely-during-covid-19-other-peoples-homes-110520.pdf>

Shops and Branches

<https://assets.publishing.service.gov.uk/media/5eb9703de90e07082fa57ce0/working-safely-during-covid-19-shops-branches-110520.pdf>

Vehicles

<https://assets.publishing.service.gov.uk/media/5eb96cd6d3bf7f5d3a907e58/working-safely-during-covid-19-vehicles-110520.pdf>