



HOW WE MANAGE CORONAVIRUS IN THE WORKPLACE

- Assess the risk of exposure in our operations including
- Have a policy on dealing with the virus in our organisation and ensure employees are aware
- Keep employees updated on what you are doing to ensure their health and safety
- Stay up to date with Government guidance on self-isolation on return from certain countries
- Consider bringing employees who are located abroad home
- Consider stopping overseas business travel and make arrangements for any overseas meetings to be held via Skype etc, or postpone them
- Send communication to all employees reminding them of good hygiene measures
- Ensure there are sufficient soap supplies available and consider providing tissues and hand sanitiser to the workforce
- Speak with those in charge of cleaning the workplace and ask for frequent deep cleans
- Ask employees to keep us informed of any overseas holiday travel so you can manage their return
- Remind employees of their annual leave cancellation procedures
- Consider our response to employees cancelling annual leave plans
- Keep up to date with any changes to rules on SSP for employees who are confirmed as having the virus or are self-isolating
- Make sure managers are aware of Coronavirus symptoms so they can spot it quickly
- Assess whether employees can work from home instead of coming to the workplace
- Create a work contingency plan in case key members of the workforce who are to be absent