

Reference	247 POL 21
Version	1.0
Issue Date	03/04/2020
Approved	MD
Review Date	05/01/2027

## Coronavirus (COVID-19) Policy

---

### Purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. 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.

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 office(s). We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

### Policy elements

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

#### Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.

#### Work from home requests:

- If you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on CDC announcements), we'll ask you to work from home for 14 calendar days and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. 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, request work from home. Follow up with your manager or departmental leader to decide and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Reference	247 POL 21
Version	1.0
Issue Date	03/04/2020
Approved	MD
Review Date	05/01/2027

## Coronavirus (COVID-19) Policy

---

- **Travelling/commuting measures:**
- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

### General Hygiene Rules:

- 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 sanitizers you'll find around the office.
- 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).

### Escalation Procedure:

If you have tested positive for Covid-19 it is vital that you follow the government and NHS guidelines.

Please notify your supervisor and the company at the earliest moment so we can ensure all those who have been in contact with you are notified and can take the appropriate measures. All clients and employees will be notified of any possibility of contact with a member of staff who has tested positive for Covid-19 as a matter of urgency.

A thorough sanitation of all areas visited by anyone who has tested positive will take place along with an additional risk assessment if needed.

Employees who have tested positive can return to work once they have recovered and tested negative of the virus, please see the above guidance under section Sick Leave Arrangements in regard to returning to work.

Due to the changing nature of the Coronavirus (COVID-19), this policy is correct and up to date with government guidelines on the date stated below. We will endeavour to update this as and when necessary.

Reference	247 POL 21
Version	1.0
Issue Date	03/04/2020
Approved	MD
Review Date	05/01/2027

## Coronavirus (COVID-19) Policy

---

### Review of this Policy

We keep this Policy under regular review.

**Malik Mustafa**

Director

05/01/2026

Signed



Review Date: 05/01/2027