



As a result of the ongoing COVID-19 pandemic and latest government advice this addendum has been drafted as a supplement to the Health and Safety at Work Policy.

### **Aim of this Policy**

To put in place additional measures to;

- Protect workers and clients from risk of infection of COVID-19
- Ensure workers are aware of the process if they are advised they need to self-isolate

### **Basic principles of Social Distancing in the workplace**

- Maintain a distance of 2 metres between each other wherever feasible, including breaks.
- Always follow good hand and respiratory hygiene.
- Avoid gathering with other workers at the start or end of the day, as well as on breaks

Latest information on testing and isolating can be found here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

### **Procedures**

**For any client you are engaged by, you should follow their specific COVID–19 policies and procedures and report any issues directly to the client in the first instance.**

**Under no circumstances, should you go to a site if you are exhibiting COVID–19 symptoms**

### **General**

**A:** Persons who are or may be ill;

(Subject to GDPR provisions)

1. Workers who are COVID Positive or suspect they may be or have been in contact with someone who is COVID Positive, should not attend client sites until they have fully recovered or have observed the Government guidelines on Testing and Isolation.
2. Normal absence procedures apply. Any worker who suspects they are COVID Positive should advise the client/Agency immediately and follow the latest government guidelines in terms of testing and isolation.
3. Any worker who has been in contact with another worker or a client who appears to be COVID Positive must advise the Client/Agency immediately and take all measures to ensure they do not become COVID Positive, washing their hands, not touching their face etc. They should also observe the Government guidelines on Testing and Isolation.
4. Where a worker becomes COVID Positive at work, they must leave the site immediately and advise the Client/Agency that they have done so. They should also observe the Government guidelines on Testing and Isolation.

**B:** In line with the governments track and trace policy, anyone who exhibits symptoms of coronavirus (a new cough, a fever or loss of smell or taste) should contact the NHS to book in a COVID-19 test. If the test is returned positive the individual must contact the

Client/Agency immediately who will work to identify any workers who have come into contact with the individual who has tested positive. Anyone who has come into contact with a confirmed case will be required to self isolate for two weeks.

### **Available Statutory Sick Pay**

Where you have been informed to self-isolate by Track and Trace or have started to display symptoms of coronavirus, you may be eligible to claim SSP from Workr Umbrella.

### **Evidence Required for SSP Claims**

If you have been contact by the Governments Track and Trace team, you can obtain an Isolation Note using the following link - <https://111.nhs.uk/isolation-note/>

E-Mail your Agency/Client Contact letting them know that you are self-isolating. Please copy [customercare@workrgroup.com](mailto:customercare@workrgroup.com) into that e-mail as we will follow up with them as well.

If you have been advised by your GP, please obtain a sick note and email this to [customercare@workrgroup.com](mailto:customercare@workrgroup.com) and also inform your Agency/Client.

If you have been advised by the 111 NHS online service (<https://111.nhs.uk/covid-19/>) to self isolate, please send a screenshot of this confirmation with a completed SC2 form which can be found [here](#) to [customercare@workrgroup.com](mailto:customercare@workrgroup.com) .

### **FAILURE TO COMPLY WITH THIS POLICY**

Where a Worker fails to follow this policy or the government guidelines;

- Where the worker refuses they will be asked to provide a reason as to why they are not following the policy
- That reason will be accommodated if feasible and legal
- Where it is not possible, that will be explained to the worker and they will be advised that further failure to follow the policy may result in disciplinary action being taken.

### **EMERGENCY SITUATIONS**

- There may be emergency situations such as fire, evacuation or injury, where it would not be necessary to observe social distancing or where it is unsafe to do so. Once the emergency is over, people involved should wash or sanitise their hands