



COVID-19 Employee Protection Policy

This policy is effective from the 04-08-2020 and will be reviewed within a 48 hour period of any changes in Government guidelines.

This policy constitutes a formal change to your employment's terms and conditions.

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Policy brief and purpose

This company policy includes the measures we are actively taking to mitigate the spread of COVID-19, coronavirus. To sustain a healthy and safe workplace in this unique environment all employees are required to follow all these rules diligently. 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 and in accordance with GDPR.

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 both onsite (who physically work in our offices) and offsite when interacting with customers. 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.

Personal protective equipment (PPE)

All employees will be expected to use the provided relevant PPE. Depending upon the environment you operate within, the company will provide the following PPE before you return to work;

Technicians:

- Disposable gloves
- Re-usable Masks
- Hand sanitising gel
- Antiseptic wipes (suitable for keyboards/ screens)
- Thermometer (forehead strips)
- Disposables bin

Sales Representatives / field management:

- Masks
- Hand sanitising gel
- Antiseptic wipes (suitable for keyboards/ screens)
- Thermometers

Office:

- Wall/ hand sanitisers
- Antiseptic wipes (suitable for keyboards/ screens)

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Non-contact thermometer in office

Return to work sign off - Ireland

Before your first day back at work, you must complete the sign off confirming you have completed the company training, that you have been provided with PPE and are aware of the requirements to adhere to on customer sites and in the offices. Please click on the following link to do so:

https://almasindustries.formstack.com/forms/employee_covid_declaration

Daily check procedure

All members of staff must complete the employee self-screening questionnaire daily before 08:30am, using the following link and thermometers provided. Once a reading has been taken using the thermometer, take a photograph whilst holding the thermometer against your head and upload the image using our time and attendance application. Upon any symptoms being identified please follow the absence reporting procedure and do not attend work.

https://almasindustries.formstack.com/forms/employee_selfscreening_questionnaire

Office based employee's guidelines

Social distancing

Social distancing involves reducing day-to-day contact with other people as much as possible, in order to reduce the spread of coronavirus (COVID-19)

- Where it is possible to, remain 2 metres apart.
- Where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible
- Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible
- Where 2 metres apart or facing away is not feasible, a protective screen should be fitted and a minimum of 1metre should be maintained.

Procedures

- All staff should sanitise their hands upon entering the office each morning, then they should sanitise their workstation thoroughly.
- All staff should wash their hands regularly using soap and water for 20 seconds where possible (that is where hand washing facilities are in the same part of the building), particularly when encountering foreign objects such as after deliveries of any parcels into the office. If not, then hand sanitiser should be used after handling any foreign objects.
- To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or cough/ sneeze into your sleeve (not your hands) if you don't have a tissue, and throw the tissue in a bin immediately. Then wash your hands or use a hand sanitising gel.
- Desks should be kept as clear as possible of any unnecessary clutter, all regularly touched items (telephones, mobile phones, keyboards and mice) should be cleaned and disinfected at the end of each day using an appropriate anti-bacterial wipe.

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- Shared office facilities such as printer, light-switches and kettle must be wiped using antibacterial wipes before and after use with wipes being disposed of in the bin provided immediately.
- It is recommended that all cups, glasses, plates and cutlery where possible are reused by the same individual.
- Digital and remote transfers of materials should be used where possible rather than paper format, such as using electronic formats, for example, emails with attachments.
- Any headsets or telephones should not be shared, calls should be transferred, where this not be possible call backs must be arranged.
- Door handles should be sanitised using anti-bacterial wipes before and after use.
- Any internal office doors should be kept open where possible along with windows when the weather is clement.
- It is advisable that lunches are brought with you, should you need to go out of the office for lunch, government guidelines of social distancing should be adhered to, along with cleaning your hands thoroughly through washing, hand sanitising gel or antibacterial wipes when you re-enter the office.
- Should you utilise public transport to travel to from or during work, social distancing should be adhered to and you should wear a mask, along with cleaning your hands thoroughly through washing, hand sanitising gel or antibacterial wipes when you get to the office
- Avoid transfer of equipment from one person to another where possible, for example stationary.

Technician guidelines

Social distancing

Social distancing involves reducing day-to-day contact with other people as much as possible, in order to reduce the spread of coronavirus (COVID-19)

- Where it is possible to, remain 2 metres apart.
- Where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible
- Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible

Procedures

- All staff should wash their hands regularly using soap and water for 20 seconds, upon entering any building. Avoid contact with any foreign objects or communal objects where possible, where this is impossible use the hand sanitising gel provided afterwards. You should keep hand sanitising gel on your person at all times.
- To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue in a bin immediately. Then wash your hands or use a hand sanitising gel.
- Technicians may wear disposable gloves whilst on site if you choose to and should if the site requires it. Gloves should be disposed when you leave site, or replaced if they become torn at any point, into the disposables bins provided.
- Masks will be required on site where it is not possible to keep 2 metres distance from members of the public, or upon customer request.
- Signs should be placed prominently around working areas to alert members of the public that you are working in that area.
- Any shared tools should be wiped down using antibacterial wipes once the item has finished being used.
- Door handles, steering wheels, gear sticks, brake handle and dashboard must be wiped daily using an antibacterial wipe before and after use on any shared vehicles.

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- When refuelling, always use the gloves provided at the petrol stations and then dispose of correctly.
- It is advisable that lunches are brought with you, should you need to go out of the office for lunch, government guidelines of social distancing should be adhered to, along with cleaning your hands thoroughly through washing, hand sanitising gel or antibacterial wipes after opening packaging and before eating and then again, after eating.
- Avoid transfer of equipment from one person to another where possible, for example pens. Styluses used to sign signatures should be cleaned with a bacterial wipe before and after use.
- All technicians are required to adhere to all Almas Industries related COVID-19 company policy guidelines and any additional policy requests from the customer in order to attend site.

Sales Representatives & Field Management

Social distancing

Social distancing involves reducing day-to-day contact with other people as much as possible, in order to reduce the spread of coronavirus (COVID-19)

- Where it is possible to, remain 2 metres apart.
- Where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible
- Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible
- Field Accompaniment – If it is essential to share a car please ensure the non-driver sits in the rear of the car

Procedures

- All staff should wash their hands regularly using soap and water for 20 seconds, upon entering any building. Avoid contact with any foreign objects or communal objects where possible, where this is impossible use the hand sanitising gel provided afterwards. You should keep hand sanitising gel on your person at all times.
- To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue in a bin immediately. Then wash your hands or use a hand sanitising gel.
- Field representatives will need to sanitise all equipment taken to site (laptops phones, marketing materials etc) prior to entering premises using antibacterial wipes.
- Field representatives will need to wash hands thoroughly for 20 seconds upon leaving site, if this is not possible then field representatives must use the hand sanitising gel provided.
- Field representatives will need to sanitise all equipment taken to site (laptops phones, marketing materials) once having left the premises using antibacterial wipes.
- Field representatives will be required to wear masks on site upon customer request.
- Door handles, steering wheels, gear sticks and brake handle must be wiped daily using an antibacterial wipe before and after use on any shared vehicles.
- Avoid transfer of equipment from one person to another where possible, for example stationary.
- When using a demonstration kit, we will request customers wash their hands prior to use and all items of the demonstration kit must be wiped down with antibacterial wipes afterwards.
- It is advisable that lunches are brought with you, should you need to go out of the office for lunch, government guidelines of social distancing should be adhered to, along with cleaning your hands thoroughly through washing, hand sanitising gel or antibacterial wipes after opening packaging and before eating and then again, after eating.
- When refuelling, always use the gloves provided at the petrol stations.

- All field representatives will be expected to adhere to all Almas Industries related COVID-19 company policy guidelines and any additional policy requests from the customer in order to attend site

Procedure should you experience symptoms or have been in contact with somebody with symptoms of COVID-19

Staying off work if symptomatic

The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough and/or high temperature. If you have these symptoms, however mild, stay at home and do not leave your house for 10 days from when your symptoms started (if you live alone), or 14 days (if you live with someone who has symptoms).

In line with the UK government guidelines the following will apply for UK employees;

If you have a confirmed covid positive diagnosis, then after the 10 days have expired as per the NHS website:

- if you do not have a high temperature, you do not need to self-isolate
- if you still have a high temperature, keep self-isolating until your temperature returns to normal
- You do not need to self-isolate if you just have a cough after 10 days. A cough can last for several weeks after the infection has gone.

See further information in Returning to work following symptoms of COVID-19 section.

Ireland you can only return to work when both the following conditions have been met; you have had no fever for 5 days AND it has been 14 days since you first developed symptoms.

Had contact with known COVID-19 infected individual

In the event you have learned that you have become in close contact with a diagnosed or suspected case of COVID-19, (that is within 2 metres for more than 15 minutes in an enclosed space) you must self-isolate for 14 days. See further information in Returning to work following symptoms of COVID-19 section.

Absence Reporting Procedure

An employee who is absent from work for whatever reason is required to personally contact their line manager by phone between 8am-9am on the first day of the absence and inform them of the reason for absence, you must also complete the online request explaining the nature of your absence and whom you have reported it to and at what time.

Texting or emailing is not an acceptable means of communicating nor is someone phoning on the employee's behalf unless the employee is seriously incapacitated/ in hospital.

If you have to self-isolate for 14 days then please complete the form found on the NHS website and forward a copy to hr@almas-industries.com:

<https://111.nhs.uk/isolation-note/>

If you are ill then you need to self-certify your absence: if you are entitled to SSP only, please complete the following to claim SSP: https://public-online.hmrc.gov.uk/lc/content/xf/forms/profiles/forms.html?contentRoot=repository:///Applications/PersonalTax_iForms/1.0/SC2&template=SC2.xdp

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For absences of 7 calendar days or more due to sickness (rather than self-isolation), employees will be required to attend a remote return to work interview with their line manager at which point their fitness to return to work will be assessed. In certain circumstances you may be asked to complete a return to work interview for less than 7 days absence so we can ensure you are supported as necessary.

In Ireland please apply directly for the Illness Benefit if you are entitled to it: for entitlement please see advice: <https://www.gov.ie/en/service/ddf6e3-illness-benefit/>

Sick Pay

If your employment commenced before the 1st March 2017: Absence due to illness is unpaid during the first year of employment other than statutory sick pay/ illness benefit.

If your employment commenced after the 1st March 2017: Absence due to illness is unpaid during your first two years of employment other than statutory sick pay/ illness benefit.

If an employee is off work because of coronavirus (COVID-19);

- An employee will be entitled to SSP/illness benefit from the first day off work if they are off work for at least 4 days because either:
 - they have coronavirus symptoms
 - they are self-isolating because someone they live with has symptoms
 - they have a letter from the NHS or a GP telling them to stay at home for at least 12 weeks (called 'shielding')
- Statutory sick pay rates can be found at <https://www.gov.uk/employers-sick-pay/entitlement>
- From the date that you are entitled to company sick pay you will be entitled to up to a maximum of 10 days of company sick pay per annum (PRO RATA FOR PART TIME EMPLOYEES) and will only be paid from the 3rd consecutive day of sickness onwards. Company sick pay will be applied if you are symptomatic, not if you are self-isolating.
- Due to Payroll administration requirements, an employee absent for more than 7 consecutive calendar days prior to the 24th of the month will not be paid for days (worked or on leave) for the remainder of the month due to the payroll cut-off date. Payments will be adjusted in the following month's pay run.
- No payment will be made for any days of absence due to illness that are reported incorrectly/ not reported.
- Company sick pay is calculated at your salaried day rate.

Return to work following symptoms of COVID-19

In line with the UK government guidelines the following will apply for UK employees;

If you have a confirmed Covid positive diagnosis, then after the 10 days have expired as per the NHS website you can return to work:

- if you do not have a high temperature
- if you still have a high temperature, keep self-isolating until your temperature returns to normal
- You do not need to self-isolate if you just have a cough after 10 days. A cough can last for several weeks after the infection has gone.

Ireland you can only return to work when both the following conditions have been met; you have had no fever for 5 days AND it has been 14 days since you first developed symptoms.

- If you live with others and somebody else within the household have symptoms of coronavirus (COVID-19), then you must stay at home and not come into work for 14 days. The 14-day period starts from the day when the first person in the house became ill.
- Testing is now readily available and free. We would expect that any employee exhibiting potential symptoms obtain a test within 24hrs of getting possible covid symptoms. If you receive a negative result, you may return to work as soon as you feel well enough to do so.
- For anyone else in the household who starts displaying symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are in the original 14 day isolation period.
- **Please note: no employee will be allowed to return to work for 10 days if they report that they have received a positive diagnosis of COVID-19.**
- Upon returning to work a return to work form and interview with your line manager will be completed.
- COVID-19 related absences **will be exempt** from your Bradford Factor calculations. The only possible exemption to this is if multiple periods of absence are noted due to COVID-19 symptoms or multiple periods of self-isolation which may indicate that the individual is not adhering to the Covid policy or social distancing rules; this will be assessed on a case by case scenario.

Escalation process

If you do not feel that you have been given adequate PPE to do your job or that others in your office are not adhering to the policy making you feel uncomfortable, then please advise your line manager. If your line manager does not resolve the situation then please escalate to Julia Maxton Close via phone or via email to hr@almas-industries.com. If you do not feel comfortable talking to your line manager, then contact Julia in the first instance.