
Post COVID-19 Policy/Procedures

Procedures for protecting employees who are at higher risk

All employees who work from the office complete a Questionnaire which rates a score dependent on answers and highlights those at greater risk.

Employees identified as being at a higher risk are encouraged to work from home.

Where this is not possible, all of our social distancing procedures come into effect and we have workstations set up away from other people.

Screens can be implemented where necessary and if required.

Face coverings are available for all staff.

Procedures if an employee falls ill

A thermometer has been placed at the entrance to the office and each day each employee entering the office must take their temperature and record on the daily health assessment sheet. These sheets have all contact details on and are kept by the office manager.

Any visitors follow the same procedure, with temperature and the health check sheet, with contact details and dated.

Should an employee fall ill with any of the symptoms, it will be the Office Manager's responsibility to make contact with anyone that person has been in contact with within the office environment and advise self isolation for 7 days.

Employees will be able to work from home.