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Coronavirus (COVID-19) company policy

Policy brief & 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 and to sustain a safe and healthy 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.

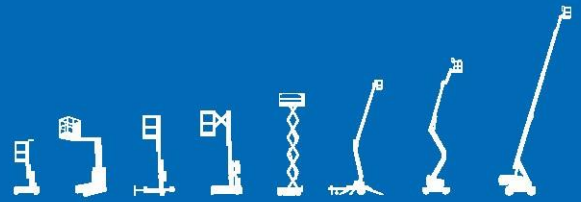
This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all of our employees who either physically work in our premises or work remotely on site with our customers. Please all read through this action plan to ensure that we collectively and uniformly respond to this challenge.

Business continuation:

- We are closely monitoring updates regarding COVID-19 from the World Health Organization, local authorities and other health organizations. We continue to seek guidance from these agencies, public health officials and government agencies on an ongoing basis.
- Steps we have taken to limit exposure to the virus include adding hand sanitizers in key locations in addition to the existing hand washing facilities. We have also ensured that everyone has tissues to hand in order to catch a cough or sneeze.
- We have introduced additional cleaning to our already comprehensive routines, especially focusing on touchpoints such as door handles, bathrooms etc.
- Our sales representatives will not carry out any company visits until further notice.
- There will be no arranged visits by customers to Workplatform and un-planned arrivals will be escorted upstairs and away from our staff and work areas.
- If anybody is facing any issues or difficulties and needs any particular help, please do speak to your manager or director.
- Holidays – if anyone has holidays booked that they can no longer take or wish to not take, please speak to your manager or a director.



General hygiene rules:

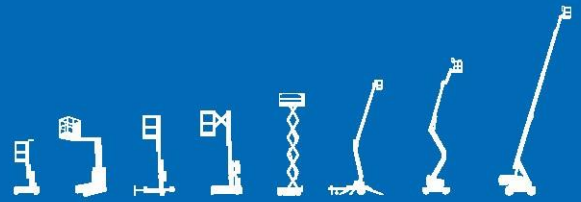
- Wash your hands on a regular basis and always after using the toilet, before eating or preparing any food or drinks and also when entering and leaving our premises or our customers premises. You can also use the hand sanitizers you'll find around the office but hand washing (following the 20 second hand washing rule) is better.
- If possible cough/sneeze into a tissue and discard it properly and wash/sanitize your hands immediately. If no tissues are readily available, cough/sneeze into your sleeve, preferably into your elbow.
- 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.
- Where possible try to observe the 2m rule, i.e. try and keep a 2m distance between yourself and other people.
- If you find yourself coughing/sneezing on a regular basis, avoid close contact with you coworkers and take extra precautionary measures and speak to your manager or a director.
- If working on site, please ask the customer if you can sign the PDA on their behalf. If they insist on signing, please clean the PDA immediately afterwards.
- Ensure that all mobile phones, telephones, computer keyboards and where applicable vehicles steering wheels and controls are cleaned on a regular basis.
- Workplatform will have a "no handshake" policy until further notice.

Travelling/commuting measures:

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be postponed and where possible carried out by a telephone conversation.
- If you normally commute to the office by public transportation and do not have other alternatives please either speak to your manager or a director.

Work from home requests:

- If you are feeling ill, but you are able to work, where appropriate you can request to work from home. If agreed, this will not be recorded/treated as sickness absence.
- If you have to self-isolate because a family member has been in contact with the virus/has symptoms of it, you may request (where appropriate) to work from home.
- If you live with somebody who has the symptoms, you should notify your manager or a director and stay at home for 14 days from the day that the person started with the symptoms. You will also be asked not to come into physical contact with any colleagues during this time. Where appropriate, we will ask you to work from home.



- If you have underlying health conditions or are pregnant and would prefer to work from home, please speak to your manager or a director.
- If you are a parent and you have to stay at home with your children or with elders, please speak with your manager or a director to discuss the options available.
- If you have recently returned from areas with a high number of COVID-19 cases, where practical, 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.

Sick leave arrangements:

- If you have a temperature greater than 37.8c, sore throat and a persistent dry cough, you should notify you manager or a director and stay at home for 7 days.
- Please notify your manager or a director by telephone as soon as possible on the first day of your absence, ideally at least one hour before your start time. Texts, emails and the use of any other social media communication are not regarded as acceptable means of notifying absence.

As of 18th of March 2020