**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, to sustain a healthy and safe workplace. 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 offices and our drivers working in or from a vehicle includes couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar . 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 work only after you’ve fully recovered, with a doctor’s note confirming your recovery. (Include positive cases of COVID must isolate for the full 10 days in accordance with Gov guidelines, Employees may return to work after 10 days of isolation but have to be symptom free for 3 days, no doctors note is required)

**Work from home requests if able to:**

* Cowan Transportwillmake every reasonable effort to enable working from home as a first option. Where working from home is not possible, we will make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
* Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.
* 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 NHS/PHE information and announcements), we’ll ask you to work from home for 14 calendar days, and return to work 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 make arrangements 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 work 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.

**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 role allows you to do so.
* 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](https://www.cdc.gov/handwashing/when-how-handwashing.html)). You can also use the sanitizers you have been supplied with.
* Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
* Clean and wipe down the inside of your vehicles regularly including the cab. Clean any vehicle and parts including but not limited to (steering wheel/hand brake/ gear stick/window handles/visors/door handles etc.) at the beginning and end of your shift.
* Open the windows in your vehicles regularly to ensure open ventilation.
* Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
* All deliveries must be contactless, do not share pens or enter customers homes keep 2 metres distance from customers.
* 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).

**Social Distancing**

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity further mitigating actions must be withheld including:

• Increasing the frequency of hand washing and surface cleaning.

• Keeping the activity time involved as short as possible.

• Using screens or barriers to separate people from each other.

• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.

• Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).

• If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.

*Clinically extremely vulnerable individuals (if* you have a medical condition which means you’re classed as being clinically extremely vulnerable to coronavirus or you’ve been told by your GP or hospital clinician that you’re clinically extremely vulnerable and need to ‘shield’) have been strongly advised not to work outside the home.

*Clinically vulnerable individuals*, who are at higher risk of severe illness (for example, people with some pre-existing conditions,), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role. If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they may be offered the option of the safest available on-site roles if possible, enabling them to stay 2m away from others.

**PPE**

Unless you are in a situation where the risk of COVID-19 transmission is very high, providing additional protection is extremely limited. Staff are required to continue to wear their normal PPE clothing which must be washed on a regular basis. If wearing rigger gloves then these should cleaned using hand sanitiser to clean, wearing gloves is not a substitute for washing hands.

Wearing a face covering is mandatory in public places including shops and supermarkets. When you wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.

• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.

• Change your face covering if it becomes damp or if you’ve touched it.

• Continue to wash your hands regularly.

• Change and wash your face covering daily.

• If the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste.

• Practise social distancing wherever possible. You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

**All PPE is available on request including hand sanitise and anti-bacterial wipes, staff are to ask their manager for this.**

I confirm I have read and understood the Cowan Transport COVID – 19 health and safety policy and agree to abide by this policy at all times while at work:

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