

COVID 19 - POLICY

VAN VYNCK ENVIRONMENTAL SERVICES LTD

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2				



COVID-19 POLICY

The health and well-being of our people is of paramount importance. This policy is intended to provide clarity and guidance in relation to how we will work together to mitigate the risk of Covid-19 spreading within Van Vynck Environmental Services Ltd.

The firm's Management and the groups' Disaster Recovery Committee will keep this situation under continuous review until such a time as it is considered that the virus is contained, globally. The Government and public health bodies are changing and/or updating their advice regularly and, accordingly, this policy could be amended from time to time to reflect such changes.

Above all else, the Company encourages people to apply their own judgement and common sense to help manage this situation.

What we know about the virus and the diseases it causes

Coronaviruses are a family of viruses common across the world in animals and humans; certain types cause illnesses in people. For example, some coronaviruses cause the common cold; others cause diseases which are much more severe such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS), both of which often lead to pneumonia.

COVID-19 is the illness seen in people infected with a new strain of coronavirus not previously seen in humans. On 31st December 2019, Chinese authorities notified the World Health Organisation (WHO) of an outbreak of pneumonia in Wuhan City, which was later classified as a new disease: COVID-19.

On 30th January 2020, WHO declared the outbreak of COVID-19 a "Public Health Emergency of International Concern" (PHEIC).

Based on current evidence, the main symptoms of COVID-19 are a cough, a high temperature and, in severe cases, shortness of breath.

As it is a new virus, the lack of immunity in the population (and the absence as yet of an effective vaccine) means that COVID-19 has the potential to spread extensively. The current data seem to show that we are all susceptible to catching this disease, and thus it is also more likely than not that the UK will be significantly affected. Among those who become infected, some will exhibit no symptoms. Early data suggest that of those who develop an illness, the great majority will have a mild-to-moderate, but self-limiting illness – similar to seasonal flu.

It is, however, also clear that a minority of people who get COVID-19 will develop complications severe enough to require hospital care, most often pneumonia. In a small proportion of these, the illness may be severe enough to lead to death. So far the data has suggested that the risk of severe disease and death increases amongst elderly people and in people with underlying health risk conditions (in the same way as for seasonal flu). Illness is less common and usually



less severe in younger adults. Children can be infected and can have a severe illness, but based on current data overall illness seems rarer in people under 20 years of age. So far, there has been no obvious sign that pregnant women are more likely to be seriously affected.

Given that data is still emerging, we are uncertain of the impact of an outbreak on business. In a stretching scenario, it is possible that up to one fifth of employees may be absent from work during peak weeks. This may vary for individual businesses.

We do not yet have entirely complete data on this disease. But as we learn more about the virus, its effects and its behaviour (for example, the timing and extent of the peak of an outbreak, its precise impact on individuals), the health authorities/Government will be able to revise estimates of its potential spread, severity and impact. The Government will then review, and (where necessary) adapt contingency plans accordingly.

Work is in hand to contain the spread of the virus. This includes extensive guidance provided to individuals returning from areas where there are cases being reported, and encouraging self-isolation as the primary means to contain the spread of the disease. Given that there is currently neither a vaccine against COVID-19 nor any specific, proven, antiviral medication, most treatment will therefore be towards managing symptoms and providing support to patients with complications. The majority of people with COVID-19 have recovered without the need for any specific treatment, as is the case for the common cold or seasonal flu - and we expect that the vast majority of cases will best be managed at home, again as with seasonal colds and flu.

Treatment for COVID-19 Coronavirus

- There is currently no specific treatment for COVID-19 Coronavirus
- Antibiotics do not help, as they do not work against viruses.
- Treatment aims to relieve the symptoms while your body fights the illness
- You need to stay in isolation away from other people until you have recovered.
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How Does Coronavirus Spread?

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects – such as desks, tables or telephones.

You could catch COVID-19 by touching contaminated surfaces or objects – and then touching your eyes, nose or mouth.



If you are standing within one metre of a person with COVID-19 you can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu. It is therefore recommended you keep a distance between you and another person of at least 1.5mtrs – 2mtrs.

Preventing COVID-19 Coronavirus in the Workplace / Personal Hygiene

The NHS guidelines state you should take the following measures, even if COVID-19 has not arrived in the communities where they operate:

- Make sure your workplace is clean and hygienic
- Wipe regularly with disinfectant surfaces such as desks and tables and other workplace objects such as telephones, keyboards, mobile phones etc
- Conduct regular and thorough hand-washing which, apart from yourself, includes contractors, visitors or customers that visit your place of work.
- Ensure you have tissues for use if you develop a runny nose or cough at work. Used tissues must be placed in a closed bin immediately for hygienic disposal

Please be extra mindful of your own personal hygiene, especially after being on public transport. You should wash or sanitise your hands before getting to your desk when you arrive.

Standard recommendations to prevent infection apply, which include:

- regular hand washing and washing hands with soap and water for at least 20 seconds;
- always wash your hands when you get home or into work
- use hand sanitiser gel instead of, or if soap and water are unavailable
- covering mouth and nose with a tissue when coughing and sneezing or, failing that, the crook of your arm/sleeve
- put used tissues in the bin straight away and wash your hands immediately afterwards:
and
- avoiding close contact with anyone who are unwell or showing symptoms of respiratory illness such as shortness of breath, coughing and fever

DO NOT TOUCH YOUR EYES, NOSE OR MOUTH IF YOUR HANDS ARE NOT CLEAN.

Monitor Your Own Health

- It is imperative that anyone who is feeling unwell stays away from the office, particularly if experiencing any, or all, of the following symptoms:
 - a cough
 - a high temperature
 - shortness of breath



These symptoms do not necessarily mean you have Covid-19. The symptoms are similar to other illnesses that are much more common, such as a common cold or flu. However, if you develop these symptoms call NHS 111.

Contact With The Virus

If you are in contact with, have had contact with someone who has, you or they reasonably believe may have, or is being tested for, Covid-19, self-isolate, ring NHS 111 for advice and contact your Line Manager or a Director to notify them of the situation.

If the contact is second hand (for example, an instance at your partner's/flat mate's place of work), please also advise your Line Manager or a Director as soon as possible. It may be that you will be asked to self-isolate and contact NHS 111 for advice.

What if I Develop Symptoms?

If you get a cough, a fever or shortness of breath, call NHS 111 and tell them you have been asked to self-isolate because of potential Covid-19 Coronavirus.

If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for 14 days.

The 14-day period starts from the day when the first person in the house became ill. Even if the symptoms seem mild, it is better to call for advice. If there is a chance you could have Covid-19 Coronavirus, stay away from other people and self isolate.

What Does Self-Isolating Mean?

If you have been told to self-isolate, you need to stay indoors and avoid contact with other people for 14 days.

It is important to follow the advice for the whole period, even if you do not have any symptoms.



Do:

- stay at home
- separate yourself from other people – for example, try not to be in the same room as other people at the same time
- stay in a well-ventilated room with a window that can be opened
- ask friends, family members or delivery services to carry out errands for you, such as getting groceries, medicines or other shopping
- make sure you tell delivery drivers to leave items outside for collection if you order online
- clean toilets and bathrooms regularly
- think about a bathroom rota if a separate bathroom is not available, with the isolated person using the facilities last, before thoroughly cleaning the bathroom themselves; • use separate towels from anyone else in the household
- wash crockery and utensils thoroughly with soap and water; dishwashers may be used to clean crockery and cutlery
- stay away from your pets – if unavoidable, wash your hands before and after contact.

Visitors To The Office

Wherever possible, meetings or interviews scheduled to take place in the office should take place over video or conference call; meetings at the office at this time should be avoided at all cost.

In the instance where it is deemed absolutely necessary to have the meeting in person in our offices, anyone inviting guests should enquire if the visitor has recently been abroad, got Covid-19 symptoms or had any contact with anyone showing signs or has of Covid-19 before making the decision as to if a meeting should take place.

If it is thought there is any possibility whatsoever having this meeting will endanger you, other staff or

any 3rd parties, this meeting **MUST NOT** proceed.

To get the current Covid-19 situation on a country, follow the Government link below and select the country in concern to get an up-to-date report:

<https://www.gov.uk/foreign-travel-advice>



Once again, if there is any possibility whatsoever having this meeting will endanger you, other staff or any 3rd parties, this meeting **MUST NOT** proceed.

Please use the template provided in the Appendix 1 below to communicate with your guest(s).

Third Party Suppliers

The same precautions must be applied/implemented for contractors and suppliers visiting our offices.

Conferences and Larger Business Meetings in the UK

Infection prevention and control is a major factor in preventive and mitigation measures for Covid-19. Therefore, the risk of germs spreading increases in correlation with the number of people meeting in one space. Therefore, at this present conferences & large business meetings must be avoided until further notice.

Events

In line with the social distancing guidance (1.5mtrs – 2mtrs) from the Government it is advised that large gatherings should not take place, e.g. sports events, theatres night clubs etc, and thus should not be attended.

International Business Travel

Business travel to the countries outside the UK will not be permitted without authorisation.

Any authorisation, if at all applicable will be considered on a case by case basis and will be judged on the extent to which the trip is considered business critical.

Any such international business travel **MUST** be cleared with the Directors.

Personal Travel

The Company maintains a notification list of destinations to provide guidance around where self isolation will be deemed to be either likely, or essential. The list is updated daily, and can be found by

following the Government foreign travel advice link: <https://www.gov.uk/foreign-travel-advice>

If you are planning to travel abroad at any time, please advise your Line Manager or a Director as soon as possible, in advance of that travel. You may be required to self-isolate and work remotely following your return, for a 14-day period. This is the period during which any symptoms of Covid-19 should become evident.



If you have recently returned from any foreign countries/regions please let your Line Manager or a Director know as soon as possible and do not just come into the office upon your return to the UK; you may almost certainly have to 'self-isolate'.

Because the list of high-risk countries is constantly changing, and on occasion very suddenly, the Company now asks that you notify your Line Manager or a Director of any plans that you have to travel internationally during the coming weeks and months. This will allow the Company to monitor the situation closely and provide advice quickly in relation to self-isolation. You will be updated when such notification is no longer necessary.

Returning Travellers

If you know that you have recently come into direct personal contact with someone who lives in, or has recently returned from, any foreign destinations (either unexpectedly or, for example, you have friends or family who have visited you in the UK from foreign destinations), or that you plan to do so shortly, please let your Line Manager or a Director know as soon as possible. Again, depending on the circumstances, we may require you to work from home for a minimum of 14 days after any contact.

Remote Working

We need to anticipate a potential closure of the office; thus if this was the case arrangements would be made to work remotely.

Salary on Self-Isolation or for Sickness in Relation to Covid-19 Coronavirus

If you self-isolate, are asked to self-isolate or are taken sick then you will be paid in accordance with the Company's sick pay policy and/or Government SSP Regulatory Guidelines.



We are looking forward to seeing you at our offices on [date]

So that you are aware, as is the case for most businesses currently, we have put in place a protocol aimed at mitigating the risk of Covid-19 spreading within Van Vynck Environmental Services Limited.

In order to protect the integrity and standards that we apply within our business, we need to understand in more detail the nature of your current health based on Covid-19 symptoms and any travel undertaken/places that you have visited during the last 14 days.

Name: Company:.....

Host:

Have you travelled outside the UK in the last 14 days Yes No

If yes, please state all destinations and countries visited and travelled through. During your travels, have you suffered from any of the following?

Fever Yes No

A cough Yes No

Shortness of breath/breathing difficulties Yes No

If yes to all the above, did you seek medical advice (E.g. Contact NHS 111)

Medical advice given:

Declaration: I confirm that I have answered each question to the best of my knowledge and confirm I have provided a true statement.

Visitor Signature: Date:.....

I have reviewed the information provided and confirm I am happy the visitor is clear to enter the site.

Managers Signature: Date:.....