



Russell Roof Tiles Coronavirus Policy

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Introduction

Russell Roof Tiles appreciates that employees may be concerned about working safely during coronavirus (Covid-19) and be unsure as to when they are required to self-isolate.

This policy therefore sets out the steps that Russell Roof Tiles has taken to ensure that we keep our workplaces safe and has been developed based on the advice set out in the government guidance published on 11 May 2020 and last updated on 19 January 2022 which can be found at www.gov.uk/workingsafely. This has links to the guidance for Scotland, which was last updated on 13 January 2022 and which can also be found at www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces

This policy clarifies the procedures that employees should follow to enable us to maintain a safe working environment in accordance with the UK's roadmap out of lockdown.

This policy also sets out the procedures that employees should follow if they develop symptoms of Covid-19 or have been in close contact with someone who has the virus.

Responsibilities

All managers and supervisors have responsibility for ensuring conformance with this policy. Managers and supervisors do not have authority to approve deviations or exceptions to this policy. Any deviation from the below should be discussed with the Finance Director or Operations Director in the first instance.

Scope

This policy is applicable to every employee working for the Russell Roof Tiles. It does not apply to agency workers, consultants or self-employed contractors. This policy does not form part of employees' contract of employment and the Company may amend it at any time.

This policy may be changed and updated by Russell Roof Tiles without notice.

Please note that annual leave entitlement and related procedures are as set out in in employees' contracts of employment and are not detailed in this policy.

Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Novel coronavirus (COVID-19) is a new strain of coronavirus first identified in Wuhan City, China.

How to avoid catching or spreading coronavirus at work:

The best way to avoid catching or spreading coronavirus and to avoid becoming hospitalised if you do catch it, is to get fully vaccinated.

Stay at least 1m away from anyone you do not live with unless otherwise instructed for Health & Safety purposes in accordance with local risk assessments. In Scotland, employees that are unable to maintain social distancing of at least 1m must by law wear a face covering in the workplace.

Face coverings: Unless you have an exemption, in Scotland you must wear a face covering when working within 1m of a colleague where there is no screen between you. In England and Wales, if you are working within 1m of a colleague then you should follow the guidance in the risk assessment for your area. E.g. Whilst face masks are recommended when working within 1m of a colleague, if you are working outside or in a well ventilated area or there are other preventative measures in place then under your local risk assessment facemasks may not be necessary.

Maintain strict personal hygiene:

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- try to avoid close contact with people who are unwell
- **do not** touch your eyes, nose or mouth if your hands are not clean

Employees can check up to date health advice on coronavirus from the NHS here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

When to self-isolate

You should follow the latest government guidance for your area. Please note that government guidance on when to self-isolate may be different in Scotland and Wales to England.

Self-isolate straight away and get a PCR test (see below) as soon as possible if you have any of these 3 symptoms of Covid-19, even if they are mild:

- a high temperature (38°C or above)
- a new, continuous cough
- a loss or change to your sense of smell or taste

You should also self-isolate straight away if:

- you've had a positive lateral flow device ("LFD") or polymerase chain reaction ("PCR") test result – this means you have the virus
- you are not fully vaccinated and are a close contact of someone with symptoms or who has tested positive

If you are fully vaccinated then you do not need to self-isolate but should take daily lateral flow tests.

For the latest NHS details on when to self-isolate go to:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

How do I arrange for a PCR test?

You can ask for a test online at www.gov.uk/get-coronavirus-test.

If you do not have access to the Internet or do not have a mobile phone number that the results can be sent to, then you will need to call the following numbers between 7am and 11pm to book a test:

- 119 in England and Wales (free from mobiles and landlines)
- 0300 303 2713 in Scotland (charged at your standard network rate)

You should not use this service if you've received a positive PCR test result in the last 90 days, unless you develop any new symptoms.

Employee Procedures when required to self-isolate

Employees required to self-isolate or quarantine themselves must telephone their line manager on the first day that they are required to self-isolate even if this is not a scheduled working day, setting out the reasons for their self-isolation in line with our HRP-24 Absence Management Policy. They must also immediately book a PCR test.

Any employee who tests positive for Coronavirus must notify their Line Manager immediately via telephone and they **MUST NOT** come to work. **A copy of the test result should be sent in via email or text to your Line Manager or hr@russellrooftiles.com.**

Any employee who is contacted by the NHS "Track and Trace" service and who is told to self-isolate by the NHS "Track and Trace" service must notify their Line Manager immediately via telephone. **Evidence of this instruction should be sent in via email or text to your Line Manager or hr@russellrooftiles.com.**

Fully vaccinated employees who have been in close contact with someone who displays symptoms or has tested positive for coronavirus, should carry out lateral flow tests for 7 days. Where possible they may be asked to work from home. Employees in this situation **SHOULD NOT** self-isolate unless first instructed to do so by NHS Test and Trace. Unless otherwise instructed by your Line Manager you **MUST** come into work.

Employees who are required to self-isolate should get an isolation note
<https://111.nhs.uk/isolation-note/>

The Company reserves the right to investigate instances where employees are absent on the grounds of claiming to have coronavirus symptoms but who subsequently obtain a negative PCR test. The Company reserves the right to withhold Company sick pay and to restrict employees to SSP in these instances where there is no evidence that the employee did in fact have coronavirus symptoms.

How long do I Self-Isolate for?

If you have tested positive for coronavirus, or are otherwise required to self-isolate you must self-isolate for at least 5 days* (currently 7 days in Scotland*)

- If you have symptoms, the 10 days starts from when they started.
- If you have not had symptoms, the 10 days starts from when you or the person you are living with, started showing symptoms or had the test. But if you get symptoms after your or their test, self-isolate for a further 10 days from when your symptoms start.

***You can stop self-isolation early after 5 days (7 days in Scotland) if you do not have a high temperature (over 38°C) and obtain two negative LFD tests on consecutive days commencing from day 5 in England and Day 6 in Scotland.**

You can stop self-isolating after 10 days (even if you still have a positive LFD test) if either:

- you do not have any symptoms; or
- you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone

You should keep self-isolating after 10 days if you feel unwell or have any of these symptoms:

- a high temperature or feeling hot and shivery

- a runny nose or sneezing
- feeling or being sick
- diarrhoea

Only stop self-isolating when these symptoms have gone.

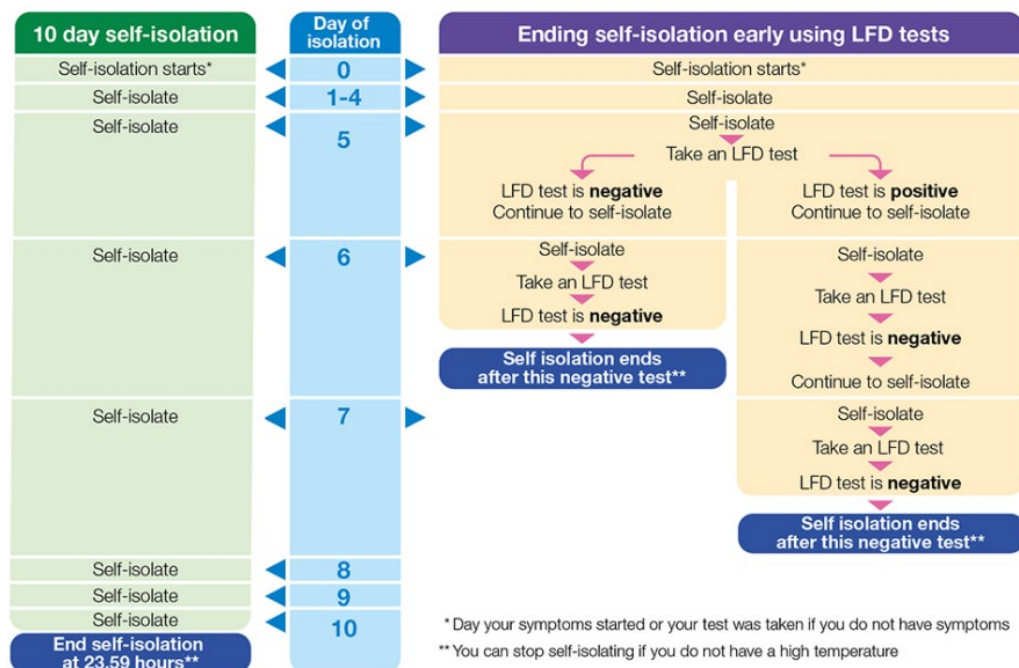
If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.

If you have symptoms, then subsequently obtain a negative PCR test result, you no longer need to self-isolate.

If the first person in your household tests negative, having displayed symptoms, then other household members no longer need to self-isolate / no longer need to take daily LFDs.

Russell Roof Tiles expects all employees to fully cooperate with the NHS Test and Trace Service and to follow current government guidance. Failure to do so may be dealt with under RRT HRP 07 Disciplinary Policy.

Flow Chart of When Self Isolation in England ends



Entitlement to Company Sick Pay or Statutory Sick Pay

Any employee who develops coronavirus symptoms and is required to self-isolate in accordance with the current government guidance will be entitled to Company sick pay providing that they follow the Absence reporting procedures.

Note: Anyone who is required to self-isolate because they are a close contact of someone who has symptoms or anyone who is not fully vaccinated, (other than on the advice of their GP), who is required to self-isolate for ANY reason, **WILL NOT** be eligible for Company sick pay whilst they self-isolate but may be entitled to SSP if they obtain an isolation notice.

Where possible the Company will allow the employee to Work from Home on full pay. If that is not possible then the Company will allow the employee to take the necessary period of leave as Statutory sick pay of up to £96.35/week, or paid Annual Leave, or Unpaid Leave, provided always that they follow the Absence reporting procedures.

If anyone is unsure as to their entitlement to Work from Home, receive Company Sick Pay or Statutory Sick Pay then they should speak to their Line Manager in the first instance. Line Managers should raise any queries on the pay employees are entitled to, with either the Finance Director or the Managing Director.

Any employees who decide to self-isolate without informing their line manager in advance, may be subject to disciplinary action in accordance with our Absence Management Policy.

If the employee does not meet any of the criteria for self-isolation set out above and they decide to self-isolate as a precaution, there is no statutory right to be paid either company sick pay or SSP if they are not unwell or displaying any symptoms. They may also face disciplinary procedures.

Since 28 September 2020, employees who are unable to work from home and are claiming certain benefits, may be entitled to a one-off payment of £500 through the Test and Trace Support Payment scheme if they are required to stay at home and self-isolate. For more details, please go to:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/help-and-financial-support-while-youre-self-isolating/>

Returning to Work following Self-Isolation

As well as keeping your line manager informed in the circumstances set out above, when you may be required to self-isolate, RRT requires all employees who have been required to self-isolate to remain in regular contact with their line manager and to keep RRT updated as to their health and that of the other persons in their households.

RRT requires all employees to telephone and speak to their line manager 24 hours prior to their return to work from self-isolation to confirm that the employee is symptomless and to enable both parties to confirm that the forthcoming return to work date remains appropriate. In most cases, line managers will require the employee to obtain a negative lateral flow test prior to returning to work.

Time off for Dependents

Time off for Dependents applies if an employee is not sick themselves but someone who "reasonably relies on the employee for assistance if ill or injured or to make arrangements to provide care for them" is. Examples could be where an employee needs to look after children due to an unplanned school closure, or they need to look after their child or another dependant if they are sick or need to go into isolation or hospital.

This is a statutory (legal) right called Time off for dependants and this applies to all employees irrespective of their length of service. The time off is unpaid.

A "dependant" is defined as a spouse, civil partner, child or parent (but not grandparent) of the employee, or a person who lives in the same household as the employee (excluding tenants, lodgers, boarders and employees).

Employees have the right to take a "reasonable" amount of unpaid time off work to take "necessary" action to deal with particular situations affecting their dependants. The time off is to deal with the immediate crisis as opposed to enabling employees to take time off to provide personal care for a sick dependant.

The amount of time off an employee takes to look after someone must be reasonable for the situation. For example, they might take 2 days off initially, and if more time is needed, they can book annual leave.

One alternative for circumstances where care is required for longer periods is that some employees may have the right to take parental leave to provide longer-term care for an ill child.

Further details on Russell Roof Tiles' policy in respect of Time off for Dependents and Parental Leave is covered in RRT HRP44 – Leave of Absence Policy

Foreign travel advice

Foreign travel advice may be found at <https://www.gov.uk/travel-abroad>

Employees travelling abroad must ensure that they book sufficient annual leave to enable them to follow the government's quarantine rules on their return or should arrange with their line manager to work from home on their return if this is possible.

Employees should be aware that government quarantine rules in the UK and abroad may change with little or no notice.

Anyone absent as a result of needing to quarantine on return from a trip abroad may be subject to Disciplinary procedures. Anyone suspected of breaching the government's quarantine rules may also be subject to disciplinary procedures up to and including dismissal in accordance with RRT-HRP 07 Disciplinary Policy.

What if someone suddenly becomes unwell at work?

If you become ill at work, then you should self-isolate immediately. Move to an isolated area outside or behind a closed door, avoid touching anything and ensure you cough or sneeze into a tissue (and place this into a bin) or in the absence of a tissue, the crook of your elbow. Where possible you should then telephone your Line Manager using your own mobile to inform them that you are experiencing coronavirus symptoms. You should then leave site and drive yourself home or use your own mobile to ask a member of your household to collect you or to call 111 for NHS advice, advise the operator of your symptoms and take instructions from the operator.

What steps has Russell Roof Tiles taken to make our workplaces safe?

Russell Roof Tiles has followed the 5 steps to working safely set out by the government as follows:

1. A Covid-19 risk assessment has been carried out for each of our factories, our yard areas and our offices and a copy was provided to all employees prior to the main re-opening of our sites.
2. All factories and offices were subject to a deep clean and we have reviewed our cleaning, handwashing and hygiene procedures.
3. We have taken reasonable steps to help people work from home wherever their job role or certain tasks permit. We have considered how best this can be facilitated on a case by case basis by discussion home working requirements with employees, ensuring employees have the right equipment, such as laptops and VPN connections to the company servers to enable employees to work from home as required.
4. We have marked out our car parks, walkways and offices to maintain 1m+ social distancing where possible.
5. Where people cannot be 1m apart, we have carried out the appropriate risk assessments and prepared safe systems of working to ensure that we do everything practical to manage the risk of transmission by:
 - considering whether an activity needs to continue for the business to operate
 - 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 whenever possible
 - using face coverings
 - staggering arrival and departure times
 - reducing the number of people each person has contact with by using 'fixed teams or partnering'.

Russell Roof Tiles has provided all of its employees with an information pack including the risk assessment for their site/area of work and all employees have received a Covid-19 induction to ensure that they understand the new procedures and policies. If any employee has any queries, they should speak to their Line Manager.

Employees who fail to follow Covid-19 safe working procedures will be subject to disciplinary action up to and including dismissal in accordance with RRT-HRP 07 Disciplinary Policy.

What if an employee does not want to come into work?

If an employee does not wish to attend work, owing to fear of catching coronavirus, should telephone their line manager and set out their concerns. Managers may consider alternative arrangements such as home working or flexible working or managers may agree to a period of unpaid leave.

Business Continuity

Russell Roof Tiles has business continuity plans in place to cope with Covid-19 and the sales, accounts, technical and administrative staff have all been set up with laptops and VPN connections to the Company servers to enable them to work from home as required. Any employees who do not normally work from home and who incur additional expenses as a result should seek approval in advance from their line managers to reclaim these costs.

Employees are reminded that they are responsible for informing Russell Roof Tiles should any of their contact details change, including next of kin and doctor.

Visitors, Third Party Contractors & Suppliers

Following the success of the UK vaccination programme and the reduction of Covid-19 within the UK, Visitors, Third Party Contractors and Suppliers are now permitted on site providing that adhere to 1m+ social distancing where possible, or wear face masks in accordance with local risk assessments. All third-party personnel should follow our separate RRT CV19 Site rules.

All Line Manager/Directors should put up notices in all appropriate areas, advise contacts asap and make sure all personnel enforce this directive.

All Sales Personnel, Managers & Directors should review their timetable of meetings on an ongoing basis. Face to face meetings should be conducted by Telephone, Zoom or Microsoft Teams where possible but where a site visit is required or a face to face meeting is desirable, this is permitted.

Where a face to face meeting is desirable, it may be preferable for it to take place at a Covid secure offsite location, or in the Plastics training room or Sales portacabin.

Face masks should be worn in communal areas where 1m social distancing is not possible. Face masks do not need to be worn when seated at desks or in the canteen providing that 1m social distancing is maintained. Face masks are also not required in outside areas providing 1m social distancing is maintained.

Equality & Diversity

There have been some reported racist incidents linked to the coronavirus outbreak where Chinese and Italian nationals have been specifically targeted. Russell Roof Tiles would like to remind employees of our Equality & Diversity policy, which covers harassment in the workplace.