**Coronavirus (COVID-19) Management**

**Commitment:**

Business Name is committed to providing a safe and healthy workplace for all of our workers, contractors and visitors therefore the following mandatory steps are implemented.

**Scope:**

This policy covers all activities and persons working within any premises of Business Name or has interactions with.

**Procedure:**

1. All Business Name staff have been issued with a copy of this policy statement.
2. All employees are required to confirm that they have not been in contact with anyone who has tested positive for covid-19 or have been in a hotspot. If they have, they are to be isolated for 14 days and obtain a clearance before returning to work.
3. Hand sanitiser is to be used at all times and ensure appropriate hand washing on a regular basis.
4. If you are to wear a mask in public places please wear an appropriate mask and always wash hands thoroughly after touching the mask.
5. If an employee begins to feel symptoms of a cold or flu they are to remain home and are to obtain a clearance prior to returning to work.
6. If employees are to isolate due to possible exposure, they are permitted to continue duties from home ‘work from home’ if able to.
7. Social distancing of 1.5m to be implemented including workstation locations and meeting rooms.
8. Provide antibacterial wipes for employees to be able to wipe down workstations, keyboards and desk mouse etc

**Pandemic Plan**

The table below lists the critical operational functions and elements of the organisation and how the organisation will manage during the pandemic period.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Operational Element | What support systems/groups are critical to these business functions? | What is being done to ensure this critical function will be maintained? | Impact to operations | Supplier Impacts | Who is monitoring effectiveness and communicating to Clients |
| *IT Functions* | *IT Consultant* | *Work Remotely* | *Minimal* | *Minimal* | *Managing Director – no Client impact* |
| *Human Resources/Payroll* | *HR Manager* | *Work Remotely* | *Minimal* | *Minimal* | *Managing Director – no Client impact* |
| *Trades* | *Builder, Labourers, Tradesman* | *Will need to stand down* | *Impacting*  | *Impacting as materials may be unavailable* | *Managing Director to liase with Clients*  |