



# A R Richards Ltd

Bensite, Warrant Road, Stoke Heath, Market Drayton, Shropshire TF9 2JJ

Sales: 01630 639888 Accounts: 01630 659113

Web: [www.arrichards.co.uk](http://www.arrichards.co.uk) Email: [info@arrichards.co.uk](mailto:info@arrichards.co.uk)

## Coronavirus (COVID-19) Company Policy

A R Richards Ltd have compiled a **Coronavirus (COVID-19) company policy**. The aim of this policy is to supply essential guidelines employees should follow during the coronavirus outbreak and temporary alterations to existing leave and working arrangements.

### 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 of these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is 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, agency workers and self-employed staff. We strongly recommend that remote working personnel 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.



# A R Richards Ltd

Bensite, Warrant Road, Stoke Heath, Market Drayton, Shropshire TF9 2JJ

Sales: 01630 639888 Accounts: 01630 659113

Web: [www.arrichards.co.uk](http://www.arrichards.co.uk) Email: [info@arrichards.co.uk](mailto:info@arrichards.co.uk)

## Sick leave and Self Isolation arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, loss of taste or smell, or feel poorly you must contact Andrew Richards immediately.
- If you have a positive COVID-19 diagnosis, you can return to work *only after* you have fully recovered, with a doctor's note confirming your recovery.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you will need to self-isolate.
- If you need to provide care to a family member infected by COVID-19, you will need to self-isolate. 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.

## Social Distancing:

- A 1 metre plus social distance is required (you must stay 2 metres apart where possible)
- Use objects to mark out 2m to allow controlled flows
- Staggering start times and finish times
- Separating sites into working zones to keep different groups of workers physically separated
- PPE such as gloves and facemasks are available, and must be used where necessary
- Face Masks must be worn by employees and customers, when dealing with customers and visitors indoors

### Mitigating Actions – When social distancing guidelines cannot be followed:

- Further increasing the frequency of hand washing and surface cleaning
- Keeping the activity time involved as short as possible
- Using barriers or screens 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



# A R Richards Ltd

Bensite, Warrant Road, Stoke Heath, Market Drayton, Shropshire TF9 2JJ

Sales: 01630 639888 Accounts: 01630 659113

Web: [www.arrichards.co.uk](http://www.arrichards.co.uk) Email: [info@arrichards.co.uk](mailto:info@arrichards.co.uk)

## Travelling/commuting measures:

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be conducted virtually where possible, especially with non-company parties (e.g. candidate interviews and partners). If meetings are essential, you must ensure you follow the social distancing guidance.
- If you normally commute to the work by public transportation and do not have other alternatives, you will need to notify us.
- If you are planning to travel OUTSIDE of the UK you must isolate for an additional 14 calendar days upon your return. 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](#)). You can also use the sanitizers you'll find around the workplace.
- All staff have been supplied with hand sanitiser, surface santiser and paper towels. Additional supplies are available from your line manager.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- PPE – Disposable gloves and face masks are available for use.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

Andrew Richards  
Sales & Operations Director  
A R Richards Ltd

Last Reviewed: 24/07/2020