

## COVID-19 (Coronavirus) Policy - 2021

### Introduction

Now that the world seems to be gaining control of the Covid-19 virus with more people being vaccinated, the government has issued new guidance on working safely in the workplace that provides advice on sensible precautions that we can take to manage risk and support our staff and customers. Despite the lifting of legal restrictions, a cautious guidance will remain in place while Covid cases remain prevalent. The health, safety and wellbeing of our customers, employees, service providers, partners and communities remains our highest priority.

### Objective

The duration of this policy and the magnitude of potential recurrences remains dependent upon information available to us and our own adherence to Government recommendations as the COVID-19 pandemic evolves.

### Purpose and Scope

The execution and implementation of this plan will require the coordination and cooperation of customers, employees, service providers and partners as a shared responsibility. Since infectious disease pandemic situations are fluid, we will remain responsive and flexible and base our decisions accordingly regarding this policy.

To mitigate the impact on your business and ours during this challenging time we have taken the following steps:

- We remain close to our Supply Chain to ensure that we can access stock to fulfill demand.
- Any staff who display any symptoms during working hours while on site will have their temperatures taken and sent home to isolate should we suspect any form of fever.
- Our frontline staff i.e., delivery drivers, installation teams and sales representatives have their own supply of hand sanitizer and anti-bacterial wipes to clean their hands, vehicles, and equipment before coming into contact with any of our customers. All staff have access to cleaning products to keep their own workspaces and personal hygiene germ-free as much as is possible.
- We have ensured that none of our staff have recently travelled to, nor have any plans to travel to, any high-risk countries or areas without taking the required steps.
- Our temporary rule that customers do not have to sign for any deliveries to limit physical contact remains in place.
- We still offer out-of-hours furniture installations to limit disruption to our customers business and minimize contact with your staff.

As we repopulate our buildings, we will be diligent about protecting our health, as well as the health of those around us; all staff are expected to adhere to these precautions.

- We have and continue to carry out Covid risk assessments to assess and manage the risks of the virus.
- We provide adequate ventilation.
- We still clean areas of high contact more often.
- Employees must not attend the workplace if they are self-isolating as a result of a positive Covid result. If they have been in contact with another person that has tested positive, in line with the latest regulations, they are only allowed to come into work after having a negative covid test.

- Although there is no longer a legal requirement to collect customer details, we still support the NHS Test and Trace system.

## **Compliance**

- All managers, employees and other persons representing Penkeths are expected to comply with the requirements of this policy
- Managers and supervisors are responsible for encouraging compliance with this policy.
- All employees are responsible for ensuring visitors comply with this policy.
- This policy forms part of the conditions under which contractors agree to work in Penketh's worksite/s.

## **Expectation**

All employees are expected to:

- participate in the implementation of this policy
- comply with the requirements of this policy
- inform those entering the worksite of this policy

## **Communication**

Penkeths will ensure that:

- all employees receive a copy of this policy
- this policy is easily accessible by all members of the organisation
- employees are informed when an activity aligns with this policy
- employees are empowered to actively contribute to and provide feedback to this policy
- employees are notified of any changes to this policy.

## **Review**

This policy is subject to periodic review by Penkeths Board of Directors with the aim of identifying opportunities to continually improve the company's policy.

The Board of Directors is fully committed to the implementation of the Policy, for which I take overall responsibility.



Mark Penketh  
Managing Director  
Penkeths Limited

20<sup>th</sup> August 2021