



## Covid 19 Policy

This policy has been prepared in line with current H&S Guidelines and best practice to state the businesses commitment to the health, safety and welfare of all employees in relation to the Covid 19 Pandemic

### Our commitment is to:

1. Comply with government guidelines and will review this policy as guidelines and legislation is amended
2. Implement best practice controls throughout all areas
3. Assist employees to minimise the impact in relation to wellbeing and mental health regarding Covid 19 related issues via regular communication, internal support networks, the use of external agencies and bodies
4. Where possible allow employees to work from home
5. Make reasonable alterations to the work place to comply with HSE and Government guidelines including:
  - a. A phased return to work
  - b. Flexible working between 08:00 and 18:00 hrs
  - c. Reduced numbers of employees working from offices
  - d. Increased housekeeping and cleaning throughout work areas
  - e. Continued wearing of masks when not at your desk or designated work area
  - f. Daily temperature checks upon arrival at work
6. Travel between businesses will be reduced where possible with foreign travel being avoided
7. Where travel cannot be avoided then every measure will be taken to ensure that all travel plans comply with both local, national and international rules and regulations
8. Provide adequate facilities in all offices to allow employees to maintain a high standard of personal hygiene
9. Continue to implement the company in house track and trace system via the "Smartways 2" used to book desks, pods and break out areas

The above policy will be reviewed and amended at regular intervals and revised in line with government guidelines and legislation and best practice

As CEO of Emerald Group, I am ultimately responsible for the implementation of this policy

**Signed:** DocuSigned by:  
Vicky Williams  
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**Review Date:** January 2021 or following changes in legislation / guidance