# **Coronavirus (COVID-19) company policy – Phoenix Financial Planning Ltd**

## **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 these rules diligently, to sustain a healthy and safe workplace in this unique environment. It’s 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 who physically work in our office. We strongly recommend to our remote working personnel to 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.

### Sick leave arrangements:

* If you have COVID-19 symptoms, such as a continuos cough/fever, or feel poorly, request sick leave or request to work from home if you feel you can and are able to.
* If you have a positive COVID-19 diagnosis, you can return to the office *only after* you’ve fully recovered, with a doctor’s note confirming your recovery.

### Work from home requests:

* If you are feeling ill but you are able to work, you can request to work from home if you are able to.
* If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](https://www.cdc.gov/) announcements), we’ll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
* If you’ve been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
* If you’re a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
* If you need to provide care to a family member infected by COVID-19, request work from home. You’ll only be permitted to return to the office 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.

In the circumstances above Phoenix Financial Planning Ltd will try to accomodate working from home practices. However, this may not always be practical and alternative arrangements may need to be made such as the employee being placed on statutory sick pay.

### Travelling/commuting measures:

* All work trips and events will be cancelled/postponed until further notice.
* In-person meetings should be done virtually where possible. Where this is not possible face to face meetings can take place in the office meeting room only with social distancing being adhered to as stated in the government guidelines.
* If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution where you are able & it is practical for you to do so.
* If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we’ll ask you to work from home for 14 calendar days upon your return where you are able & it is practical for you to do so. You will also be asked not to come into physical contact with any colleagues during this time.

In the circumstances above Phoenix Financial Planning Ltd will try to accomodate working from home practices. However, this may not always be practical and alternative arrangements may need to be made such as the employee being placed on statutory sick pay.

### General hygiene rules:

* Office entry procedure – Upon entry in to the office immediately santise your hands with the sanitisers we have provided you with. This should also be done everytime you leave the office and return from using any communal areas such as the kitchen and toilets.
* The first person to enter the office on any given day is required (after sanitising their own hands) to wipe down any office equipment that is used by all employees. This includes but is not limited to – all door / window handles, printers, paper shredder, stationary cupboard handles, alarm keypad, light swithches, kettle, fridge doors & food/drinks preparation area in the meeting room etc...
* At the start and the end of your working day please wipe your desk, computer key board & telepone with the antibacterial spray that has been provided & ensure your personal bin is emptied.
* Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](https://www.washingtonpost.com/lifestyle/2020/03/10/teach-kids-hand-washing-coronavirus/)). You can also use the sanitisers we have provided on your desks.
* Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitise your hands immediately.
* Open the windows / doors regularly to ensure open ventilation.
* If there are two or more employees in the office the use of fans is prohibited. Open the windows / doors regularly to ensure open ventilation.
* Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
* If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).
* The office has been measured to ensure there is a 2 metre distance between office desks. Only use your own desks and the stationary provided on these desks. Do not ‘hot spot’ desks or share stationary items.
* The office has been measured to ensure there is a 2 metre distance between office desks and the walk way to the office meeting room. This walkway has been clearly marked on the office floor. Please ensure you and your clients use this walk way and to maintain social distancing.
* The office meeting room has been measured to ensure there is a 2 metre social distance for client appointments. Client’s are to sit at the chairs in front of the window and the advisor is to sit at the chair in front of the door.
* When the meeting room is to be used, the table and chairs are to be wiped down with the antibacterial spray that has been provided prior to the meeting and once the meeting is over and the clients have left.
* The desk adjacent the office main door is no longer to be used for social distancing measures.
* When walking through the office to use items such as the printers / paper shredder please adhere to the 2 metre social distance guidelines.
* To try and limit the use of the communal areas the fridge & tea / coffee making facilities have been moved into the office meeting room. Bottles of water have also been provided. Please do not use the kitchen bins, use the ones provided in the office and bring food from home that does not need to be prepared at work.
* Where the communal areas are to be used and social distancing can not be adhered to, face mask and gloves have been provided for use.

### How to raise a concern:

Contact Clare Browne / Linda Griffiths should you have any concerns or feel that the above policies are not being adhered to.