



# 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 during the pandemic
5. Make reasonable alterations to the work place to comply with HSE and Government guidelines including:
  - a. A phased return to work
  - b. Staggered working hours
  - c. Reduced numbers of employees working from offices
  - d. Increased housekeeping and cleaning throughout work areas
  - e. Segregation of work places by physical barriers and social distancing
  - f. Avoiding face to face meetings where possible via online meetings
  - g. Implementation of one-way systems within the office areas
6. Travel between businesses will be restricted during the pandemic period with only essential travel being permitted
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

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

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

Signed:

A handwritten signature in black ink, appearing to read 'Richard Bevan'.

Print: Richard Bevan

Issue Date: June 2020

Review Date: June 2021 or following changes in legislation / guidance