

## **Clean Slate policy on Coronavirus (Covid-19)**

Coronavirus (Covid-19) is a new virus that is highly infectious. For some people it causes no symptoms – and we don't know how many people this is. For those that do show symptoms, these:

1. are mild for approximately half of people
2. are severe for approximately 30 % of people
3. require hospitalisation for approximately 20% of people
4. result in death for approximately 1% of people (mainly older people or those with specified underlying health conditions)

Clean Slate recognised this threat in February and as part of the commitment to ensuring the health, safety and wellbeing of all employees, contractors and clients - the risks of contracting the virus have been mitigated.

Clean Slate follow all government guidelines and keep up to date with them.

- Workers with symptoms must not attend work for at least seven days or until they are tested negative for Covid-19 if earlier
- If a member of a site worker's household is suffering from cold or flu like symptoms, the worker must not go to work for 14 days.
- Clean Slate will perform a basic health check on arrival at its offices – including a temperature test
- Clean Slate will allow any employee not to work (but without pay) for the time being should they choose.
- Clean Slate require all employees entering its offices to wash their hands on arrival, on entering or leaving the kitchen, after going to the toilet, and when leaving the building.
- Clean Slate require all contractors, interviewees, or any other visitor to wash their hands if they go beyond reception
- Clean Slate require all staff working on customer sites to wash their hands before, during and at the end of their shift
- Clean Slate will regularly assess customer premises and where necessary withdraw direct team members from site if those premises are not safe
- PPE will be used in accordance with government guidance
- Any future task requiring RPE will be risk assessed and only undertaken if all risks can be appropriately mitigated
- All workers are asked about underlying health issues and Clean Slate assess the associated risks and take appropriate action

- Administration workers who can efficiently work from home will be required to do so
- Administration workers who could work from home to some extent will be assessed on a case by case basis considering the business needs
- Work areas and meeting rooms are set up so that appropriate physical distance can be maintained
- Hand cleaning products will be supplied so that workers can regularly clean their hands.
- Compliance with procedures concerning Covid-19 will be monitored by the company.
- Clean Slate will require every employee to follow government guidance outside of the workplace as a condition of coming in to work.
- The exposure to Covid-19 will be risk assessed based on current best practice and government recommendations.

<b>Signed</b>			<b>Date</b>	18/05/2020
<b>Print</b>	Mike Armitage	<b>Position</b>	Managing Director	