



Principal Resourcing Covid 19 policy

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. All staff, visitors and agency workers are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines and public health association. All updates will be communicated to key personnel.

5 steps to working safely

Principal Resourcing follow the government's 5 steps for working safely as highlighted below.

COVID-19 risk assessment

A full risk assessment has been carried out relating to employees, visitors, agency workers and third parties to reduce the transmission and spread of COVID-19 in line with HSE guidelines. Employees have been consulted and the details of the assessment shared with key personnel and published on our website.

Cleaning, handwashing and hygiene procedures

Principal Resourcing require all staff, visitors and contractors to following government advice regarding keeping themselves safe during this pandemic. All visitors are briefed prior to attending the office on correct hygiene measures. Posters and reminders can be found around the office and in specific areas such as toilets and kitchen. Principal Resourcing have briefed all staff on our increased hygiene measures. We have increased the frequency of handwashing and surface cleaning by:

- encouraging people to follow company and government guidance on hand washing and carrying this out regularly for at least 20 seconds using soap and water.
- providing hand sanitiser around the workplace, in addition to washrooms.

- frequently cleaning and disinfecting objects and surfaces that are touched regularly.
- enhancing cleaning for busy areas, work stations and regularly used items.
- setting clear use, drying facilities and cleaning guidance for toilets.
- Limiting time away from desk.
- Wearing a face mask at all times when not at desk.
- Social distancing measures throughout the offices.
- Providing track and trace QR code upon arrival into office for visitors.

Working from home and reducing staff in the office.

Principal resourcing staff worked from home during lockdown and when possible continue to do so. At all time we communicate with working staff and those furloughed. When it is not practicable to work from home, provisions and alterations have been made to allow social distancing rules to take place and strict hygiene measures are in place throughout the company.

Social distancing

Social distancing is maintained by all members of staff wherever possible. All staff have been trained on guidance relating to social distancing prior to returning to work. This is maintained by:

- Signs to remind workers and visitors of social distancing guidance
- avoiding sharing workstations
- using floor tape or paint to mark areas to help people keep to social distancing
- arranging one-way traffic through the workplace if possible
- switching to seeing visitors by appointment only

Where people cannot social distance

Principal Resourcing recognise that occasionally it may not be possible to social distance. This is risk assessed and adjustments made to reduce the risk of transmission. Considerations are made as to whether an activity needs to continue for the business to operate. If necessary the activity time involved is as short as possible. Screens or barriers to separate people from each other and workers are required to work back-to-back or side-to-side whenever social distancing is not possible. Staff have been moved to allow more space and staff work days, arrival and departure times staggered. Masks are worn at all times when moving around the building.

Contracting Covid-19 or experiencing symptoms

Should any member of staff, visitor, agency worker or contractors experience covid symptoms, they are required to self isolate and book a test as soon as possible. They should then continue to self isolate following government guidelines. For a positive result, 10 days from when

symptoms started. For a negative test, they can only return to work if they are no longer ill and everyone else in their household or bubble tests negative.

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

Should we be alerted of a member of staff, agency worker or visitor with symptoms, we will ask for details of anyone relating to the business that they have had close contact within the last 48 hours. We will then take all necessary steps including communication and risk assessments to reduce the risk of transmission.

After 10 days, or longer, if symptoms other than cough or loss of sense of smell/taste are still present, self-isolation must continue until feeling better. Self isolation of 10 days is required to take place if a member of the same household or bubble is suffering from symptoms or the person has been told to isolate by track or trace.

Visits to the office during COVID-19

Visits to the office have been reduced to those only required to comply with legislation and safeguarding. Visits are now by appointment only. All visitors to be briefed following government guidance on hygiene and social distancing and information is provided prior to meeting relating to covid-19 precautions and procedures. There is a QR code for track and trace at the entrance to our building which visitors are required to use. For those unable, details are logged of the date and time they attended the office.

Interim measures for recruitment during covid-19

Principal Resourcing have adapted recruitment procedures to reduce the risk of transmission of covid-19. Following government guidance and advice from the recruitment and employment federation, most of our recruitment activity is being carried out remotely and electronically.

Principal Resourcing will continue to review this policy in line with Government, NHS and The Public Health agency guidance.

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