

COVID-19 Policy - Working at our Offices

Policy and Scope

This policy applies to all Sync staff that work in Sync's offices. If an employee will also attend customer sites, they should also read the policy document: 'COVID - Attending Customer Sites'. If an employee will also attend the Sync Store location, they should also read the policy document: 'COVID - Working at Sync Store'.

The purpose of this policy is to:

- Protect Sync's staff and customers, by helping to reduce the risk of transmission of coronavirus
- Provide a firm structure for all staff to follow, which includes protective, preventative and reporting measures

Legislation and Guidance

Sync's coronavirus policies and procedures are informed by and aligned to the following legislation and guidance:

- Working safely during coronavirus (Gov, 2020)
- Risk at Work - Personal protective equipment (HSE, 2020)

Staff Compliance

Sync have been providing employees with updates throughout the pandemic, and also ask that all employees keep abreast of the coronavirus situation as it develops / evolves. All employees must comply with the guidance provided by Sync and the Government (<https://www.gov.uk/coronavirus>).

This includes observing good personal hygiene, including:

- Washing your hands regularly, for a minimum of 20-seconds.
- Use hand sanitising stations when necessary, these are located around the building and by major entry/exit points.
- Moving between stations must be kept to an absolute minimum.
- Masks MUST be worn at all times when away from your desk or workstation.
- When arriving in the morning, please come in through the main door, your temperature will be taken, you must sanitise your hands and put on a mask.

- Only work at your own desk/workstation, please do not use other people's computers/phones. Any shared tools and equipment should be sanitised before and after use
- Ensure your desk/workstation is regularly cleaned.
- Only 1 person allowed in the kitchen or microwave area at a time, please use hand sanitiser when entering/exiting the kitchen.
- Only make refreshments for yourself.
- Any doors or windows that are open must be left open.
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Personal Protective Equipment (PPE)

Sync have made PPE available for all employees, as appropriate to the risks assessed for their role. Employees are given the option to wear PPE as appropriate. Please alert Robin Kay or your manager, immediately if you have any concerns or if any cleaning/safety supplies are running low.

Social Distancing

Sync have put a number of measures in place to assist with the enforcement of social distancing. Sync are asking it's staff to:

- Observe social distancing rules at all times when in the building/car park/smoking area
- Please follow the one way system around the building as indicated, this goes from the main entrance down the main corridor to the end and then back through the workshop/warehouse as appropriate
- Only one person to be in the kitchen at any one time
- Only one person to be at the sinks in the toilets at one time
- Only one person to be on the stairs at any one time
- No standing in communal areas or near peoples desks for longer than needed

Cleaning

Sync are asking all staff to assist in keeping the premises clean. This includes:

- Ensuring your desk, computer, telephone and any other equipment in your area is cleaned and sanitised regularly

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- All customer devices are cleaned/sanitised when being booked in, and before being handed back
- Altering Robin Kay or your manager, immediately if you have any concerns or if any cleaning/safety supplies are running low

Prevention

Whilst Sync and its employees are aware that coronavirus cases can be asymptomatic, Sync is asking employees to be on 'high alert', and not attend the premises (and may isolate as appropriate) should they:

- Feel unwell
- Display any symptoms related to coronavirus (such as a cough or fever)
- Think that they may be infected
- Think that they may have come in to contact with someone that is infected
- Discover that they have come in to contact with someone that has tested positive for coronavirus

Notification

Notification is a key part of contact tracing. Where an employee:

- Displays any symptoms related to coronavirus (such as a cough or fever)
- Thinks that they may be infected
- Thinks that they may have come in to contact with someone that is infected
- Discovers that they have come in to contact with someone that has tested positive for coronavirus

The employee will immediately isolate, and notify their line manager and HR (Robin Kay).

Sync may then utilise all employee records relating to customer visits, in order to proactively contact any and all customers to notify them of the risk.