

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.

Policy elements

All workers to apply local government social distancing rules at all time.

If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, do not attend site, stay home and seek medical assistance. If you are in a shared accommodation on a working away site, travel home if you feel you are fit for driving; call management to organise transport to home otherwise.

If you have a positive COVID-19 diagnosis, you can return to work only after you've fully recovered, with a negative COVID-19 test confirming your recovery.

If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, we will ask you not to attend the site for a duration of 14 calendar days, and return to the work only if you have a negative COVID-19 test confirming you are not infected. You will also be asked not to come into physical contact with any colleagues during this time.

If you need to provide care to a family member infected by COVID-19, you'll only be permitted to return to the work 14 calendar days after your family member has fully recovered, provided that you can supply a negative COVID-19 test confirming you are not infected. You will also be asked not to come into physical contact with any colleagues during this time.

General hygiene rules:

Keep a distance of 1.5 metres between yourself and other people, where possible. Avoid over crowding small areas where possible. This is also valid at the shared house.

Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). Wash your hands before leaving the job site and just after arriving at the shared accommodation.


Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.

Open the windows regularly to ensure open ventilation if working in an office, or at shared accommodation.

Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

Staff should be aware that a failure to comply with the policy, including any arrangements which are put in place under it, will be investigated and may lead to disciplinary action being taken.

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Signed: 

Steven Purkis

Managing Director

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Next Review Date: October 2024