FLANNERY®

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COVID-19 POLICY

Version 3
1st June 2025

1. Introduction

Protecting the health and well-being of our employees, contractors and anyone affected by our work is our top priority and we have developed a proactive plan designed to minimise the impact of COVID-19 within our workplace.

The COVID-19 public health emergency guidance is constantly changing. Therefore, this policy and our management plans will be subject to change and ongoing reviews. All changes to the policy will be communicated to employees by email. The policy includes the measures that we are actively taking to protect our employees, visitors and contractors from the COVID-19 virus and to further mitigate the spread of it though the company and wider community. To maintain a healthy and safe workplace, all employees and contractors are requested to follow all the rules diligently. It is important that we all act responsibly and transparently to these health precautions.

Scope

This coronavirus policy applies to all of our employees and our Sub-Contractors who are either working in the workplace, on site or at home.
We require all employees to protect themselves and their co-workers from a potential coronavirus infection.

General

- We will provide a safe and healthy place of work
- We will provide hand sanitisers and desk wipes and where required applicable PPE
- We have arranged an improved cleaning regime
- All employees are to comply with the COVID-19 notices posted around the buildings
- All employees are to ensure that they comply with the Covid risk assessments.
- Please advise HR when you were vaccinated, if you have received a booster vaccine, and if you have chosen not to be vaccinated.
- Social distancing must be observed unless mitigation such as screens are in place, or a mask is worn.
- If you have Covid-19 symptoms, such as cough/sneezing/fever (above 37.5 °C), or feel poorly, stay at home and arrange a PCR test. Advise your Line Manager and the HR department and send your negative result before returning to the workplace.
- If you have a positive COVID-19 diagnosis, you are to inform your Manager and the HR department and you cannot return to the office until the end of your isolation period, in line with Government Guidance and your symptoms do not require you to continue isolating.
- If a family member, who you live with, has the symptoms of, or has COVID-19 you are requested to inform your Line Manager and to get a PCR test. Do not return to work until you have the results of this test and follow NHS and Government guidelines if the result is positive.
- If you or a family member that lives with you has a medical condition and are in the vulnerable group discuss this with your Line Manager.

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• If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you are requested to immediately take a PCR test and do not attend work until you have received the result. You will also be asked not to come into physical contact with any colleagues during this time.
• If you are a parent and you must stay at home with your children, discuss this with your Line Manager/HR to make arrangements and set expectations.
• If you need to provide care to a family member infected by COVID-19, discuss this with your Line Manager/HR to make arrangements and set expectations.
• If you normally commute to the office by public transportation and do not have other alternatives, please ensure you wear a face mask and follow social distancing guideline where possible.
• If you are planning to travel out of the country this must be stipulated on your Holiday Request Form with the country, you will be traveling to. Failure to provide this information could result in disciplinary action. If you are traveling out of the country even for the weekend or non-working days you must notify your line manager immediately.
It is your responsibility as an Employee to travel to countries that are adhering to COVID reduction measures and are not on the Government's travel ban list.

Omicron Variant

• If you have been in close contact or live with someone infected by the Omicron variant of COVID-19, you are requested to immediately take a PCR test and do not attend work. You must self-isolate for 10 full days regardless of your age or vaccination status.

General Hygiene Rules

● Follow Public Health England advice on washing your hands (i.e., follow the 20-second hand-washing rule).
● You can also use the sanitisers you will find around the office.
● Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly in the closed top bins provided and wash/sanitise your hands immediately.
● If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take medical advice.
● Try to avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

Sources of further information:

• https://www.gov.uk/coronavirus
• https://www.nhs.uk/conditions/coronavirus-covid-19/
• https://www.hse.gov.uk/news/coronavirus.htm
• https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested?

Implementation and Review

Copies of the policy will be provided to all employees and the receipt acknowledgment by each person shall be maintained. Flannery's will communicate, implement and maintain this policy at all times throughout the organisation.

This policy is effective from the 1st June 2025 and will be reviewed annually. Overall implementation of this policy lies with the Patrick Flannery (Managing Director) and Aaron Davis (Safety and Skills Director). Any queries relating to this policy should be directed to Aaron Davis in the first instance.

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Patrick Flannery
Managing Director

1st June 2025

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