

# Coronavirus (COVID-19) Policy

## **Commitment:**

Alfred Hymas Ltd is committed to providing a safe and healthy workplace for all our workers, contractors and visitors therefore the following mandatory steps are implemented.

## **Scope:**

This policy covers all activities and persons working within the premises (including vehicles) of Alfred Hymas Ltd.

## **Procedure:**

1. All Alfred Hymas staff have been issued with a copy of this policy statement.
2. All employees have confirmed that they have not travelled to any high-risk zone or region (being direct or indirect travel to China, Italy or Iran), on or since 1st December 2019. If they have, they must be isolated for 14 days and obtain a clearance before returning to work.
3. All employees are required to confirm that they have not been in contact with anyone who has travelled to a determined high-risk zone. If they have, they are to be isolated for 14 days and obtain a clearance before returning to work.
4. Always wash your hands thoroughly and on a regular basis.
5. If an employee begins to feel symptoms of a cold or flu they are to remain home and are to obtain a clearance prior to returning to work.



**Stewart Hymas**

**Managing Director**

**Date: 10/3/2020**