

## **CORONAVIRUS COVID-19 GUIDANCE**

5<sup>th</sup> March 2020

### **1. INTRODUCTION**

Given the increased likelihood of disruption caused by the COVID-19 virus, we have taken the decision to provide the following guidance and procedures to assist in the coming weeks.

This guidance will be updated as required during what seems to be a fast-changing environment.

Please follow Public Health England advice at all times, which can be found at:  
<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

### **The Government's guidance is updated daily.**

At this stage excessive measures are not required, but we need to be prepared as individuals and as a firm to take appropriate action if necessary. In the meantime, please exercise common sense and always ensure your own personal hygiene, for example:

- Regular, thorough hand washing is essential, particularly before eating food or touching your face
- Cover your mouth and nose with a tissue (or your sleeve if necessary) but not your hand when you cough or sneeze
- Put used tissues in the bin immediately
- Try to avoid close contact with people who are unwell
- Do not touch your eyes, nose or mouth if your hands are not clean

The virus symptoms are reported to be mild flu, with a temperature, cough and sneezing, but rarely a runny nose. For most the virus is not serious, but for the elderly and those with respiratory problems the virus can be considerably more serious.

### **2. SITE VISITS AND NORMAL BUSINESS**

Current guidance suggests that you are unlikely to catch a virus if within 2m of an infected individual for no longer than 15 minutes. This means that site visits should continue to be safe, but again regularly wash hands or use alcohol-based gels (such as have been allocated to you by the firm) on finishing your visit.

At this stage we should go about our normal business but be aware of those around you and avoid crowded public transport if you have a choice.

If you have a firm's laptop, take it home each evening in case you need to work from home at short notice.

**Before you make a site visit, please contact the client and ascertain whether they or any member of their family are in isolation or are likely to have been in contact with a potentially infected person.**

3. IF YOU FEEL UNWELL

Do not come into the office.

If you believe you have the relevant symptoms or may have been in contact with someone who has the virus call your GP or NHS 111.

Notify one of the Partners as soon as possible.

The firm's normal sick/medical absence policy will apply.

4. SELF-ISOLATION

Current guidance makes it very clear that self-isolation is only required in specific circumstances.

- If you have returned from an affected area
- If you are waiting for COVID-19 test results, probably as a result of returning from one of the affected, lock-down or special-care zones (currently limited in Europe to northern Italy)
- If you are identified as being a close contact of someone with COVID-19

5. PROCEDURES IF THE FIRM IS DIRECTLY AFFECTED

The Partners will take all necessary measures to ensure that business continues as far as possible as normal by putting various contingency measures in place.

We do not know if we will be affected, and are dealing with a changing environment, so normal conditions can be affected at short notice. **Be prepared at all times.**

The Firm's disaster recovery plan will be instigated in part if necessary and arrangements will be made for staff to work remotely.

6. POLICY FOR LEAVE OF ABSENCE

If you are unwell, our normal sick leave policy applies, please refer to your contract of employment.

If a member of your family is unwell and requires your care, you will be able to take leave at short notice with permission of a Partner.

If you are required to self-isolate after returning from an infected area (not as a result of a work-related visit) you may be required to take annual or unpaid leave if you are unable to perform your normal duties.

In all other cases of self-isolation, if well, you will be expected to make all reasonable endeavours (including assistance from the company) to work from home.

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