



## P-08 – Coronavirus (COVID-19) Policy

Tarpave is committed to preventing the spread of Coronavirus (COVID-19) in our workplace. We have developed the following COVID-19 Policy and have reviewed it in line with the Scottish and UK Government Guidance and Legislation. A combined effort by managers, supervisors and workers is required to ensure the success of this policy in preventing the spread of COVID-19 in our workplace.

Tarpave will:

- Continue to monitor our COVID-19 response and update this policy in consultation with our workers and Government guidance.
- Communicate the policy to our workers.
- Provide up to date information to our workers on the public health advice issued by the Scottish and UK Governments.
- Display information on the signs and symptoms of COVID-19.
- Keep workers informed about the importance of adhering to COVID-19 control measures - hand hygiene, respiratory etiquette, and ventilation requirements.
- Adapt or continue to adapt the workplace to facilitate COVID-19 control measures and to prevent the spread of COVID-19. In doing so we will ensure that workers are not inadvertently exposed to additional occupational health and safety hazards and risks.
- Consult with our workers and their Line Managers in advance on any updated controls.
- Take into account workers' individual risk factors.
- Take into account workers' fitness for work following COVID-19 (or a suspected COVID-19 case) absence.
- Ensure measures are in place to deal with a suspected case of COVID-19 in the workplace, or an outbreak of COVID-19.
- Provide clear instructions for workers to follow if they develop signs and symptoms of COVID-19 during work.
- Inform workers that they must stay at home from work if they have symptoms of COVID-19, to self-isolate, and get tested, in line with current Government guidance.
- Inform workers to follow Government advice in relation to their test result.
- Communicate specific measures to workers whose first language is not English and how often they will be updated.
- Ensure contingency measures are in place to address the effects of COVID-19 in the workplace.
- Comply with all GDPR requirements in relation to maintaining personal information.

All managers, supervisors, and workers will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues, or suggestions. Feedback / concerns can be communicated through Line Managers.

Signed:

*Leonard Cairns*

Ivan Cairns

Managing Director

April 2022