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# **Sample: Coronavirus (COVID-19) Policy**

***(this is a very generic policy which should be customized for your company to take into account company specific measures already in place or to be in place in future)***

***It is VERY important to communicate to employees, the company policy on pay for absence related to COVID-19, whether it is a self-isolation situation or a positive test diagnosis. Failure to do so can put all employees in a dangerous situation as ill employees may still come to work (to continue to be paid) and potentially cause more virus spread.***

This **Coronavirus (COVID-19) company policy** includes all the essential guidelines employees should follow during the coronavirus outbreak and temporary alterations of existing sick leave and work from home policies.

## **Policy Purpose**

The company has a legal obligation to provide a healthy and safe workplace for everyone and we are taking that very seriously now as we have in the past. This COVID-19 policy includes the measures we are actively taking to stop the spread of coronavirus COVID -19. You are kindly requested to follow all these guidelines 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.

## **Scope**

This coronavirus COVID – 19 policy applies to all of our employees who physically work in our location(s). We strongly recommend to our remote working personnel to read through this policy as well, to ensure we collectively and uniformly respond to this challenge.

*As a precaution we ask all employees to ensure that we have up to date personal contact and also emergency contact information in the event we need to quickly communicate with everyone at any time.*

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## **Policy Elements**

### Sick leave arrangements:

* If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or to work from home.
* If you have a positive COVID-19 test result, you can return to the office after 14 days and *only after* you’ve fully recovered, with a doctor’s note confirming your recovery.
* If you are in 14 day self-isolation and did not show any symptoms you may return to work without a doctors note.

### Work from home requests:

* If you are feeling ill, but you are able to work, you can request to work from home.
* If you have recently returned from areas with a high number of COVID-19 cases, we’ll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
* If you’ve been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
* If you’re a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
* If you need to provide care to a family member infected by COVID-19, request work from home. You’ll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you’re asymptomatic or you have a doctor’s note confirming you don’t have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

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### Travelling/commuting measures:

* All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
* In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
* If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
* If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we’ll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

### General hygiene guidelines:

* Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands. You can also use the sanitizers you’ll find around the office.
* 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.
* Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
* If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

Screening

At some point the company may request your travel plans or travel plans of close family members or individuals living in your home. The purpose is to be aware of potential virus spread and to manage accordingly. The company may enquire about how you feel at any time if you are showing any symptoms. You may be sent home at the company’s discretion.

The company may also ask employees if they have been in close contact with anyone who has been diagnosed with COVID -19. If anyone has been exposed to someone with COVID -19 the company may direct that person to stay home.

The company may invoke measures for visitors to disclose if they have travelled to an affected area or if they have any symptoms of COVID -19. This can be in the form of a questionnaire to be completed before a visit. There may also be a checkpoint set up at the worksite entry point to screen all visitors asking them to disclose their name, email or phone contact and if they have travelled out of country recently. This is for public health purposes.