



## **Coronavirus (COVID-19) Company Policy**

## Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules 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.

This Coronavirus (COVID-19) Company Policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update them as soon as possible.

## Scope

This coronavirus policy applies to our employees and our candidates.

## Policy elements

Here, we outline the required actions employees should take to protect themselves, their co-workers and Paddeco's candidates from a potential coronavirus infection.

### Symptoms

- If employees have COVID-19 symptoms, such as a high temperature, loss of smell/taste and/or a persistent cough, they should work from home and obtain a test.
- If employees have a positive COVID-19 diagnosis, they must return to the office *only after* a full recovery and having quarantined for the requisite amount of time. See Government guidelines.
- If candidates have COVID-19 or COVID-19 symptoms, please notify your assessor so any direct observations or in-person meetings can be rearranged ASAP. Only rearrange following adequate quarantine.

### Travelling/Commuting Measures

- In-person meetings are being undertaken virtually where possible, especially with non-company parties (e.g. candidates and partners).
- If employees normally commute to the office by public transportation, and do not have alternatives, they must work from home.

- If employees travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days on your return. You must not come into physical contact with any colleagues or candidates during this time.

## General Hygiene Rules

- Employees must wash their hands after using the toilet, before eating, and if they cough/sneeze into their hands (follow the 20-second hand-washing rule). Multiple hand sanitizers are located 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 colleagues and take extra precautionary measures (such as working from home).

## Observations

- Where applicable, some candidate direct (in-person) observations will now take place remotely using Zoom.
- Candidates should ensure they obtain advanced approval for Zoom recording on-site.
- Candidates should ensure they obtain advanced approval for our assessors to access construction sites and make them aware of any COVID-19 related rules and regulations.
- Candidates and assessors should maintain 2m between them at all times.
- Face masks should be worn at all times when indoors.

*Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local and national laws and is not a legal document. The author will not assume any legal liability that may arise from the use of this policy.*