



## **Coronavirus (Covid-19) Policy**

### **Introduction**

City Building (Glasgow) LLP is committed to ensuring the health & safety of all our employees. This policy sets out the steps that City Building (Glasgow) LLP have already taken or will be taking in line with Government guidelines in order to tackle the Coronavirus (Covid-19) outbreak, alongside the expectations placed upon employees and any others such as sub-contractors and visitors.

### **Scope / Purpose**

This policy applies to all of our employees and others working within City Building (Glasgow) LLP workplaces.

Employees should read this policy and supporting Covid-19 risk assessments to ensure we collectively respond to this challenge and act responsibly to help protect employees and their co-workers.

The policy includes the measures we are actively taking to mitigate the spread of Covid-19.

Employees and any others working within City Building (Glasgow) LLP workplaces are required to follow these measures diligently, to sustain a healthy and safe workplace.

Failure to comply with this policy will be deemed a breach of policy and will result in a relevant sanction being imposed.

### **Preventative measures**

City Building (Glasgow) LLP as part of its approach to recovery and thereafter maintaining operations have considered the current Government guidance on Covid-19 and put in place where appropriate the measures detailed below

- Homeworking
- Communication strategy
- Appointment of Covid-19 Wardens
- Limiting staff/site numbers in workplace common areas
- Continuation of highlighting 2m social distancing
- Segregation including screening and barriers
- Signage, informational – directional
- Providing adequate handwashing/sanitizing facilities
- A designated Isolation room
- Strict cleaning regime
- Employees using the same workstation rather than hot desking

### **Meetings/Commuting:**

- Where possible in-person/group meetings should be avoided and done virtually.
- Commuting to the workplace by public transportation should be avoided where possible and if not possible, advised of the precautions that should be followed.
- All work trips and attendance at events should be cancelled/postponed until further notice.

### **General hygiene:**

City Building (Glasgow) LLP encourages all employees and others to follow these guidelines from the World Health Organisation on infection control, both whilst at work and in their daily lives.

Enhanced cleaning of work facilities will be introduced in support of this.

You should as a matter of course:

- Frequently clean your hands by washing with soap and water following the 20-second hand-washing rule.
- Hand sanitiser should be used where this is not possible.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands.
- When coughing and sneezing, cover your mouth and nose with flexed elbow or a tissue and properly discard the tissue and wash/clean/sanitize your hands immediately.
- Avoid close contact with people.
- Where possible open windows regularly to ensure open ventilation.

### **Attendance at work**

When advised to do so you should return to work as directed, this may include a physical return to a work location or homeworking.

If attending a workplace you must comply with the signage and social distancing measures in place as well as the enhanced hygiene requirements.

You should **not attend** the workplace if you have symptoms of Covid-19.

If you have a positive Covid-19 diagnosis, you can return to work only after you have fully recovered, you may be required to produce a fit note particularly if you have been hospitalised.

### **Periods of self-isolation**

**You are required to follow all Government guidelines on self-isolation or shielding and to keep City Building (Glasgow) LLP apprised of your position.**

**City Building (Glasgow) LLP may also ask that you provide evidence to support this.**

The Government is currently advising people to self-isolate in certain situations, which means staying at home and not having contact with other people. We ask that all employees keep up to date on government guidance on who should self-isolate.

In the event that this applies to you, you must not attend work during the isolation period.

You must inform your manager at the earliest opportunity that you are under advice to self-isolate.

### **Employee Assistance Programme**

We would like to remind employees that, if they have any worries or concerns about any aspect of the current situation, they have access to the HR Helpline on 0141 287 2121 and a wide range of additional resources including a confidential 24-hour telephone counselling service **Workplace Options on 0800 247 1100**

Policy review: This Policy will be subject to regular review and changes in line with the introduction of additional World Health Organisation and Governmental guidelines.

Signed:



**Alan Burns**  
Executive Director  
City Building (Glasgow) LLP

8<sup>th</sup> April, 2021