

1. What does our policy cover?

This policy sets out the responsibilities of all Market Cross personnel and those who work for us in regards to observing the law and official guidance with regard to the risks from COVID-19 (or coronavirus).

2. Policy statement

Market Cross is committed to conducting business in an ethical and honest manner and to implementing and enforcing systems that ensure all risks are reduced to a minimum level, as far as reasonably practicable.

Market Cross will constantly uphold all laws and associated guidance relating to coronavirus in all jurisdictions in which we operate. We are bound by the laws of the UK, including the Coronavirus Act 2020 and other UK health protection regulations, in regards to our operations both at home and abroad.

Market Cross recognises that a breach of these regulations can lead to substantial fines, imprisonment and serious damages to the reputation of Market Cross. It is with this in mind that we commit to reducing the risks of exposure to coronavirus in our business and take our legal responsibilities seriously.

3. Who is covered by the policy?

This policy applies to all Market Cross personnel (whether temporary, fixed-term, or permanent) including employees, members, consultants, contractors, trainees, seconded staff, home workers, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with us (including third parties).

In the context of this policy, third-party refers to any individual or organisation our company meets and works with. It refers to actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies – this includes their advisors, representatives and officials, politicians, and public parties.

4. Primary Rules

- 1) You must work from home unless the task cannot be carried out at home.
- 2) You must maintain a 2 metre distance from all other persons.
- 3) You must wash your hands often with soap and water for at least 20 seconds.
- 4) Alternatively you must often use the installed (where available) antiseptic gel dispensers.
- 5) You must cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin immediately and wash your hands afterwards.
- 6) You must immediately report to your reporting manager if you believe you or a colleague may have symptoms of coronavirus (see below).

5. Symptoms of Coronavirus

The **main** symptoms of coronavirus are as follows:

- i) *A High Temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).*
- ii) *A New, Continuous Cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).*
- iii) *A significant change in your sense of smell or taste*

6. Rules: Going to Work

If you cannot work from home then you can still travel for work purposes:

- 1) You must not be showing coronavirus symptoms and neither you nor any of your household must be self-isolating. This is consistent with advice from the Chief Medical Officer.
- 2) You must not come to work if you are required to stay at home; if you have been asked to stay at home by the NHS Test and Trace service or you have returned from a relevant country and are required to self-isolate.
- 3) Any persons travelling to Market Cross offices must first contact the Market Cross health and safety manager on 01929 401040.
- 4) No more than 2 persons may work at a Market Cross office at any one time.
- 5) You may not car-share if you have to travel to work.
- 6) When you leave the offices you are expected to wipe down all accessible surfaces and door handles with the antiseptic wipes provided.
- 7) Any persons travelling to client's sites must get written permission from the Market Cross health and safety manager who will contact the client's facilities manager to obtain the latest guidance for working on the site.

7. Responsibilities of Members, Employees and Volunteers

You must ensure that you read, understand, and comply with the information contained within this policy, and with any training or other related risk reduction information you are given. You must ensure that you abide by all local building signage (e.g. use of installed hand sanitisers / gel dispensers).

All employees, members, volunteers and those under our control are equally responsible for the prevention, detection, and reporting of matters with regard to coronavirus. They are required to avoid any activities that could lead to, or imply, a breach of this policy.

If any employee, member or volunteer breaches this policy, they will face disciplinary action and could face dismissal for gross misconduct. Market Cross has the right to terminate a contractual relationship with an employee or member if they breach this policy.

8. Responsibilities of Visitors and Course Delegates

You must ensure that you read, understand, and comply with the information contained within this policy, and with any training or other related risk reduction information you are given.

You must follow the instructions of your escort and you must ensure that you abide by all building rules and signage (e.g. use of installed hand sanitisers / gel dispensers).

9. What happens if I need to raise a concern?

This section of the policy covers 2 areas:

- How to raise a concern.
- Protection.

9.1. How to raise a concern

If you believe a co-worker is showing symptoms of coronavirus you must raise your concerns, initially with the person in question, as soon as possible. If you are uncertain about whether a co-worker is showing symptoms you should speak to your reporting manager.

9.2. Protection

Market Cross understands that you may feel worried about potential repercussions. Market Cross will support anyone who raises concerns in good faith under this policy, even if investigation finds that they were mistaken.

If you have reason to believe you've been subjected to unjust treatment as a result of a concern you should inform your reporting manager.

10. Training and communication

Market Cross will provide training on this policy as part of the induction process for all new members, volunteers and employees during the coronavirus pandemic. Personnel will also receive regular, relevant training on how to adhere to this policy.

11. Monitoring and reviewing

Market Cross's health and safety manager is responsible for monitoring the effectiveness of this policy and will review the implementation of it on a regular basis. S/he will assess its suitability, adequacy, and effectiveness.

Any need for improvements will be applied as soon as possible. Members and employees are encouraged to offer their feedback on this policy if they have any suggestions for how it may be improved. Feedback of this nature should be addressed to the health and safety manager.