

COVID POLICY AND PROCESS

1. Introduction

Considering the rapidly evolving Coronavirus pandemic, and the increasing numbers of UK people affected, Workforce Staffing Ltd has implemented a process to ensure the Health and Safety of all employees, customers, and visitors.

Visitors to Workforce Staffing Ltd:

- With immediate effect, anyone who is experiencing flu-like symptoms, including fever, is advised not to visit our office including support functions and office-based locations
- Before visiting our office, please make sure:
 - That you are not displaying flu-like symptoms.
 - That you have not returned to the UK in the last 14 days from an area listed in Public Health England's Guidance
 - You have not been in contact with colleagues, family or friends who have returned from one of those areas or have been in contact with anyone who has been diagnosed with COVID-19.

All site visitors are expected to follow increased levels of personal hygiene:

- Wash your hands on arrival and departure or use hand sanitiser provided
- Avoid shaking hands and physical contact and maintain social distancing where possible
- Agree for the temperature screening check on arrival

The company will continue to follow updates and latest advice on how to protect each other through Government announcements, Public Health England, and the NHS.

This policy has been approved and authorised by:

Name: Paul Alekna

Position: CEO

Date: 05.01.2022

Signature:

