

## COVID-19 WORKPLACE POLICY

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**This document is a summary of the firm's overall Covid-19 Risk Assessment given current NHS and HM Government advice and guidance. All staff and suppliers will be supplied with the firm's Covid-19 Risk Assessment before attending the office to ensure that restrictions and protocols are understood to ensure the safety of all. Visitors to the office will be sent this on request. All visitors to 130 Jermyn Street will be asked to sign a Track & Trace form and may be asked to take a temperature test to assist in the HM Government and NHS preventative Covid-19 measures.**

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### **OFFICE PROTOCOLS**

No member of staff, partner, supplier or visitor should come to the office if they:

- Are experiencing any Covid-19 symptoms
- Have been in close contact with someone infected by Covid-19
- Have tested positive for Covid-19

In the event of any of the above, staff and partners should contact their line manager and self-isolate for 14 days following all recommended advice. The firm's management team will then determine what action will be taken with respect to other staff members, visitors or suppliers who may have been in contact with this individual. We ask that any visitor who receives a Covid-19 diagnosis within 14 days of having been in our office, notifies us of this immediately

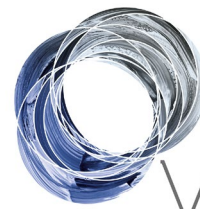
If a member of staff or partner exhibits any recognised symptoms whilst in the workplace they will be sent home in order to be tested and the firm's management team will then determine what action will be taken with respect to other staff members, visitors or suppliers who may have been in contact with this individual.

### **Social distancing**

- Signage in the office will remind all staff and partners of their obligations and recommended actions
- The firm will continue to follow HM Government recommended guidance with respect to maintaining a 2m distance where possible. Where this is not possible 1m distancing will be enforced with additional protocols such as restricted circulation around the office
- Staff and partners must use the staircase and not the building's lifts to maintain distance

### **Cleaning**

- Signage in the office will remind all staff of their obligations and recommended actions including personal hygiene measures to be adopted, such as regular handwashing on arrival in the office and at regular intervals thereafter
- Gel sanitisers are available although all staff are reminded of NHS guidelines on the preference for handwashing where possible
- Staff should not share any IT/comms/office equipment or supplies ie where printers are shared then all staff will be required to wipe these down after use. Cleaning materials will be supplied to all staff for this purpose
- Staff will be required to wipe down surfaces in any meeting rooms they use
- Where possible doors will be left open during the day to minimise the use of door handles etc
- A rota will be enforced for regular cleaning and wiping down of high touch areas ie door handles, light switches etc



**Catering**

- Only limited catering supplies will be supplied until further notice for all staff and guests
- All staff are requested to bring their own food and drink into the office

**Deliveries**

- Workplace deliveries will be limited by bulk ordering where possible
- Personal deliveries should be minimal until further notice

**Meetings**

- Face-to-face meetings with vulnerable clients are actively discouraged
- A record of all meetings and contact details will be maintained to support NHS Track & Trace initiatives
- Meetings with clients, suppliers and advisers should be conducted by phone or video conference where practical
- Meetings conducted in the office will follow the strictest recommended protocols of social distancing which may lead to a limited number of attendees and staggered meeting times to minimise the numbers in reception areas etc

**Mental Health and general well-being**

- Vermeer Partners is committed to the health and well-being of all staff and partners and any concerns or requests for additional support should be raised with line managers or a member of the management team