



## CORONAVIRUS POLICY STATEMENT

### 1.0 INTRODUCTION

In late December 2019, Chinese authorities identified a cluster of novel coronavirus 2019-nCoV infections in Wuhan City, China. Coronaviruses are a large family of viruses that circulate among animals, including camels, cats and bats, with some causing illness in humans e.g. SARS (civet cats) and MERS (dromedary camels). Rarely, animal coronaviruses can change and infect people and then spread between people such as seen in this instance and with MERS and SARS.

This policy intends to focus on the mitigation of the coronavirus and inform staff of the precautions which can be taken both in work and at home.

### 2.0 COMPANY POLICY

#### 2.1 Protective Measures

Preventing the introduction of the coronavirus among DPS staff is the first and most important step. As such the following protective measures must be implemented:

- Wash hands frequently - Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
- Maintain social distancing - Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.
- Avoid touching eyes, nose and mouth - Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.
- Practice respiratory hygiene - Make sure you, and the people around you, follow good respiratory hygiene. This means turning your head away from other people and covering your mouth and nose with your bent elbow or tissue when you cough or

sneeze. Then dispose of the used tissue immediately. Wash hands after disposing of the tissue with soap and water, or alcohol based hand cleaners (with at least 60% alcohol).

- Fever, cough and difficulty breathing - Stay at home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.

## **2.2 Signs of Infection**

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. Any member of staff suffering from these conditions must notify their supervisor / manager and the human resource manager, immediately. Note that in severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and fatality.

## **2.3 Social Distancing**

Any member of staff who has been in contact with the coronavirus or living with a person who has contracted the virus, must notify their supervisor / manager and the human resource manager immediately. Arrangements will be made to locate this employee to an area where they will have none or minimal effect on work colleagues for a limited time until any likelihood of symptoms developing has passed. Employees may be requested to work from home, this will apply to office based staff only.

## **2.4 Travel**

### ***Employees***

Foreign travel and especially to countries affected by the Coronavirus is discouraged during the outbreak. Employees must inform their supervisors / managers and the human resource manager if they intend to travel to affected countries so that each case can be assessed individually. Any employee undertaking journeys should acquaint themselves with the prevailing conditions pertaining to the coronavirus outbreak in that area. Employees should monitor their health on return for a minimum of 14 days and must immediately notify their supervisor / manager and the human resource manager, if they develop any symptoms related to the coronavirus.

### ***Suppliers / Contractors***

Visits from suppliers / contractors from affected countries is discouraged during the coronavirus outbreak. Video conferencing should be used as an alternative. If this is not possible contact your supervisor / manager and the human resource manager to discuss alternative arrangements.

### **3.0 SICK LEAVE**

The existing company policy as outlined in the employee handbook remains in place during the coronavirus outbreak. Affected employees may present their sick certificates when they return to work.

### **4.0 SYMPTOMS**

It can take up to 14 days for the symptoms of the coronavirus to appear. These symptoms may include:

- fever (high temperature)
- a cough
- shortness of breath
- breathing difficulties

Coronavirus can also cause more severe illness including:

- pneumonia
- severe acute respiratory syndrome
- kidney failure