

INTRODUCTION

We expect the UK government and devolved administrations to continue to review the Covid-19 landscape and associated guidance and advice for some time. LSH will continue to review our policies and approach to this infection regularly, but everyone should always follow the **current Government advice**.

This policy applies to all colleagues across Lambert Smith Hampton, including contractors and self-employed individuals in relation to service they provide the Company. It's a guide and doesn't form part of your contract.

GENERAL GUIDANCE

What is Covid-19?

COVID-19 is an illness that can affect the lungs and airways. It's caused by a virus called coronavirus and it spreads in the same way as other coronavirus infections like cold and flu.

The primary symptoms of Covid-19 are:

- High temperature (above 37.8 degrees)
- New continuous cough
- Loss or change to sense of taste and smell

Other symptoms have been observed and more information can be found on [the NHS website](#). General advice provides a number of measures that can be taken to prevent catching and spreading the virus, including:

- maintaining social distance from others
- maintaining general hand hygiene using soap and water often or using hand sanitiser gel if soap and water are not available
- covering our mouth and nose when we cough or sneeze
- ensuring good ventilation and airflow are maintained when indoors

Face Coverings

Though there is now no longer a legal requirement to wear a face covering, wearing face coverings in crowded and enclosed spaces can continue to provide protection from infection transfer.

We should all use our personal judgement in deciding whether, where and when we wear a face covering.

For further information please visit the NHS website;

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

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Managing Suspected Infections

Government mandated Covid-19 restrictions have been largely withdrawn across the UK. The primary focus of LSH's activities is to now manage suspected and actual infections across our colleague base and the potential for onward infection within the workplace.

Health & Safety Legislation in the UK places absolute responsibilities on employers and employees to take reasonable actions to protect their own, and others', health and safety whilst they are at work. We should all therefore continue to act responsibly to support the health, safety and wellbeing of ourselves and each other.

What should I do if I suspect I (or someone I live with) have coronavirus?

Stay at home and self-isolate, take a lateral flow test and arrange a PCR test.

- **Test result = positive** – Contact the **HR Operations** team in the first instance. Self-Isolate for at least 5 days from when your/their first symptoms started. You can return to the office subject to testing negative on day 5 and 6.
- **Test result = negative** – Stay at home for 48 hours, you can return to the office if you do not have any symptoms and you continue to test negative. If you feel unwell monitor your health for 5 days and work from home, if you are able to do so.

What should I do if someone I work with tests positive?

The case will be reviewed by the Health and Safety team and recommendations and guidance will be provided. If there is a requirement for you to work from home, the team will advise you accordingly

Self-isolation

Whilst you are no longer required by law to self-isolate if you test positive for COVID-19, you should still stay at home and avoid contact with other people. This helps reduce the chance of passing COVID-19 on to others.

[Get advice about staying at home and avoiding contact with other people](#)

Check the detailed government advice for all parts of the UK:

- [England – Government Advice](#)
- [Scotland – NHS Inform: guidance for individuals with possible COVID-19 infection](#)
- [Wales – Welsh Government: self-isolation](#)
- [Northern Ireland – nidirect: self-isolating and close contacts](#)

Do I need to report a requirement to self-isolate?

Yes, you should report this to the HR Operations team and your line manager straight away so that we can continue to manage any potential for onward infection. You should also log the relevant dates on e-days in accordance with our standard Company policy. **You must ensure that you report this as soon as possible.**

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Maintaining Contact and Advice

It is important that you remain in regular contact with your manager through any period of isolation to keep us updated on your health condition. We would suggest that you make contact every day during any period of isolation. The HR team are also available for advice and guidance and may contact you during any period of isolation to check how you are.

Can I continue to work while following isolation guidelines?

If you are able to work fully from home while following self-isolation guidelines, then you can continue to do so. If you have, or develop, symptoms of Covid-19 and become unwell, then you should stop working, as with any other ill health condition, until you recover.

Absence from work due to Covid-19

Absence from work will now be managed in accordance with the Company Sickness & Absence policy, which can be found on **FLASH**.

International Travel and Quarantine

The Government guidance in relation to international travel may continue to change. We recommend that you continue to review the government guidelines before travelling. If you intend to travel to **any destination** outside of the UK please ensure that you are fully aware of the level of risk and any restrictions in place at the destination you are visiting before committing to travel.

[Check the latest travel advice here.](#)

On your return to the UK, you should follow any and all guidance on isolation and/or Covid-19 testing that may apply. On your return, we ask that:

- If you are required to take a PCR test on your return to the UK, please do not return to the office or workplace until, and unless, you have received a negative PCR test result.
- You monitor your health for at least 7 days after your return and advise us if develop any Covid-19 symptoms, or you receive a positive Covid-19 test result

If you are required to self-isolate and/or take a PCR test on your return to the UK and are unable to carry out your role working from home, you may need to take additional annual leave and/or take unpaid leave for the duration of any quarantine period. It is essential that you consider this and that you have agreed this with your line manager before you book international travel (where possible) or before you physically travel outside of the UK.

If you are required to self-isolate and/or take a PCR test on your return to the UK and are able to fully carry out your role working from home while following the self-isolation guidelines, then you can continue to do so.

Local Lockdown Provisions

In the event of local lockdowns being implemented in future, LSH will review the risk assessments for any office locations that are impacted by local lockdown restrictions and advise colleagues based at these locations of any temporary changes to working practices that may result. We will keep these risk assessments under review until such time as the restrictions are lifted and we can revert to the baseline risk assessment.

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Schools and Childcare

Any colleagues impacted by disrupted school or childcare arrangements that result from a Covid-19 outbreak should discuss this with their line manager and agree a short-term management plan. The HR team will be available to support these discussions where appropriate or required.

WORKPLACE ARRANGEMENTS

LSH will continue to support a managed and safe working structure for our people. The specific provisions that we have in place will be updated in line with any new guidance being issued by the UK Government, or other relevant bodies, as required.

Remote Working Provisions

Our Temporary Homeworking Policy was withdrawn in March 2022 in line with changes to UK government advice at that time. LSH will continue to provide a remote working platform for our business.

Our Display Screen Equipment Training and Self-Assessment modules on **MyTraining** remain available for all colleagues. Any concerns or issues identified through these courses should be raised with your line manager in the first instance.

Office Spaces

Our office environment protocols will continue to be managed by the Head of Office, our Health & Safety team and the LSH FM team, in conjunction with landlords and other tenants, where applicable. In addition, each of our offices has at least one nominated Workplace Coordinator to support any arrangements specifically related to the management of Covid-19 safe work environments for our people.

From 1 June 2022, we updated our protocols and guidelines to support Covid-safe working in line with the latest government and Health & Safety Executive guidance. We will continue to review this guidance in the event that the landscape changes.

All colleagues should continue to ensure that they are familiar with the protocols within any LSH office space that they enter.

On-site and Client Facing Working

Where anyone is engaged in work activity away from their home or the office then they must continue to follow any safe work practices that are in place at that location.

Personal Protective Equipment (PPE)

PPE will continue to be made available for use by our people where this is required. Please contact your Workplace Coordinator if you require replacement PPE, who will be able to source the required items.

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Commuting to/from work (by public transport)

We recognise that the commute to and from work by means of public transport is an environment over which we have less control, when it comes to ensuring a Covid-19 safe environment. Colleagues who need to use public transport to attend their place of work and who continue to have particular sensitivity or vulnerability to Covid-19, are encouraged to discuss this with their line manager.

Vulnerable Colleagues

We are aware that some colleagues may consider themselves to be in a Covid-19 vulnerable category, either as a result of a health condition or their vaccination status or another factor.

We encourage anyone in this situation to speak to their line manager and/or speak confidentially to someone in the HR team about this so that we can provide best advice and support. All conversations will be treated confidentially for the purpose of ensuring your health and wellbeing.

What are my responsibilities while I am at work?

We are all responsible for ensuring our own health and safety, and that of others, while we are at work. It is essential that every colleague follows our guidelines and protocols in ensuring this.

We will take any failure to comply with the requirements extremely seriously as these may have significant health implications for others. Any deliberate or repeated failure to follow the requirements will be considered a potential gross misconduct offence under the Disciplinary Policy.

What if I don't feel safe returning to work?

We are committed to ensuring the safety of all our colleagues as well as our clients and have managed the pandemic period extremely closely and carefully. If you have any ongoing concerns please raise these in the first instance with your line manager, who will discuss them with you with the objective of agreeing a way forward.

SUMMARY

Our priority, and legal obligation, is to provide a safe workplace for our people and this extends to having provisions in place that manage any risks associated with Covid-19 infection. We will continue to review and update our policies and processes should UK government advice change in future.

If you have any questions on our approach or guidelines, please contact the HR team at hropers@lsh.co.uk.

This policy will be reviewed in line with changing Government advice and periodically whilst in effect.

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VERSION CONTROL

Version	Date	Amendments from previous version
2022_08	01/06/2022	Reduction of content to reflect updated HSE guidance and removal of mandatory guidance in almost all settings.
2022_07	14/03/2022	Adaptations of content to reflect updated UK Government guidance following removal of mandated Covid-19 restrictions and associated changes to LSH policy resulting from this.
2021_06	08/11/2021	Updated to reflect new government guidance and LSH approaches to risk assessment and management
2021_05	17/08/2021	Updated to reflect new government guidance
2020_04	23/09/2020	Updated to reflect new government guidance
2020_03	10/09/2020	- New section setting out provisions for local lockdowns - Amendments to Schools and Childcare section - Amendments to Isolation practice section - Amendments to International Travel and Quarantine section General Updates based on date driven advice - Re-ordering of some sections to improve document flow
2020_02	03/08/2020	- Changes to guidance regarding International travel and quarantine - Changes to guidance on clinically vulnerable colleagues - Updated introduction section - Re-ordering of Office Working and Supporting Remote Working sections to reflect Government guidance changes from 17 July 2020 (effective 1 August) - Clarification that advance desk bookings are required before attending all offices, including home offices. - Clarifications within Supporting Remote Working section reflecting new guidance
2020_01	08/06/2020	Original Document

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