

1. Policy Statement

- 1.1. This policy outlines Pro-Force's procedures in relation to ensuring a safe place to work for all staff in light of the ongoing COVID-19 pandemic.
- 1.2. Pro-Force continues to monitor government advice and implement best practice in order to ensure all of our locations, sites and areas are made suitably COVID-19 secure, and enable all staff to perform their jobs safely.

2. Scope of the policy

- 2.1. This policy is applicable to all Pro-Force branches, sites and locations across the UK, any Company that falls into the Pro-Force Group, and to all staff members including directors, senior managers, managers, officers, employees, workers and volunteers (collectively referred to as staff in this policy).
- 2.2. This policy does not form part of any contract (workers or employees) and as such, Pro-Force reserves the right to amend the policy at any time.

3. Responsibility for implementation of the policy

- 3.1. The Managing Director and the Senior Management Team have overall responsibility for the implementation of this policy.
- 3.2. The compliance department is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risk to operations.
- 3.3. Line managers and supervisors are required to familiarise themselves with, and understand this policy, its operation, and any related procedures. Compliance will provide training documentation and guidance on the provisions of this policy, as is relevant to their responsibilities.
- 3.4. Questions related to the use, understanding or direction of this policy should be directed to the compliance department.

4. Terminology

- 4.1. Cohort means a group of workers who may not mix outside their cohort. Cohorts should be no larger than 12 and an absolute maximum of 15.
- 4.2. Vaccinated or Vaccination means full "double jabbed" vaccination in accordance with [government guidance](#).
- 4.3. Approved Vaccination means full vaccination in line with the UK vaccination programme or otherwise as approved, in accordance with [government guidance](#).
- 4.4. Seasonal Worker means a worker performing a seasonal role working with fruit, vegetables, poultry, meat, food or other seasonal produce.
- 4.5. Quarantine means the period following arrival into the UK the worker may be required to self-isolate, dependant on current government rules.
- 4.6. Self-isolation means staying at home following symptoms or a positive COVID-19 test result
- 4.7. Red List country means the defined list of "[Red List Countries](#)" where the quarantine period must be completed in a quarantine hotel.
- 4.8. PCR Testing means a lab test (polymerase chain reaction) completed to detect COVID-19.
- 4.9. Lateral Flow Testing means a diagnostic test used to detect COVID-19.

5. General

- 5.1. All Pro-Force office locations (and other work locations) must be risk assessed on at least an annual basis (or as is required) to ensure suitable risk reduction measures, as per government guidance, which currently includes areas such as:
 - Hygiene
 - Ventilation
 - Cleaning
 - Communication
- 5.2. All offices, accommodation sites and areas should have information provided regarding the latest in government advice and hand hygiene in a clear, easy to understand method e.g. pictorially or multi-lingual where required.
- 5.3. All management should maintain an open doors policy for staff to raise concerns, and conduct regular briefings to ensure staff understand COVID-19 secure procedures.
- 5.4. All offices, accommodation sites, work areas and vehicles should have access to hand wash facilities and/or hand sanitiser, as is applicable.
- 5.5. Regular cleaning should be completed on all areas, including offices, accommodation sites, work areas and vehicles.

6. All new arrivals from outside of the UK

- 6.1. There are no longer any COVID-19 restrictions or requirements regarding new arrivals. This will be monitored and updated if and when government procedures change.
- 6.2. There are currently no countries on the “red list”.

7. Symptoms of COVID-19

- 7.1. In the event that any staff member or associate demonstrates symptoms of COVID-19 (following completion of any applicable quarantine period following arrival into the UK) during the course of their work, when accommodated, or outside of work, they must self-isolate.
- 7.2. This guidance also covers anyone who tests positive following a lateral flow or PCR test, whether or not they have symptoms, once they are outside of their applicable quarantine period.
- 7.3. This guidance also covers people who live in the same household or cohort as someone who has COVID-19 symptoms or who has tested positive via lateral flow or PCR test.
- 7.4. COVID-19 symptoms include:
 - A new continuous cough
 - A high temperature (over 37.8 degrees C)
 - A loss of, or change in, normal sense of taste or smell
- 7.5. If a staff member or associate has any of the symptoms demonstrated above, they must self-isolate and arrange to have a PCR test.
- 7.6. If the staff member or associate has tested positive following a lateral flow test, they do not need to take a PCR test, but they must still self-isolate.
- 7.7. All staff or associates who demonstrate symptoms or test positive following a PCR or lateral flow test (even if not demonstrating symptoms following positive test) must immediately self-isolate regardless of vaccination status.
- 7.8. The isolation period starts from when symptoms start, or the day of the positive PCR or lateral flow test (whichever test was taken first).

8. Ending self-isolation

- 8.1. Staff or associates can return to their normal routine following the full completion of their 10 day self-isolation period if their symptoms have gone, or the only symptoms remaining are a cough or loss of sense of smell or taste, which can last several weeks. If the high temperature persists after 10 days or the staff member or associate is otherwise unwell, they should remain at home and seek medical advice.
- 8.2. The staff member or associate may be able to end their self isolation period before the end of the 10 full days. They can start taking lateral flow tests from the 5th day after their symptoms started, and another test the following day. If both these tests are negative, and they do not have a high temperature, they may end their self-isolation after the second negative test.
- 8.3. All lateral flow test results must be reported in the normal manner.
- 8.4. If the staff member or associate ends their isolation period early, they are advised to:
 - Limit close contact with other people outside their household
 - Work from home if possible
 - Wear a face covering inside
 - Limit contact with those who are at a higher risk of infection
- 8.5. This advice should be followed until 10 full days to when the self-isolation period ends.
- 8.6. If the 5th day test is positive, the staff member or associate can take another test on the 6th day. If this is negative, take another test on the 7th day. If that is negative, they can end self-isolation. Any two tests taken consecutively after the 5th day, following the negative result of the 2nd test, the self-isolation can end early.

9. Payment

- 9.1. For employees and direct Pro-Force staff who are too unwell to attend work, normal sickness procedures apply, as per requirements of their contract. For employees and direct Pro-Force staff who test positive but are well enough to work:
 - They should not come to work, and they must work from home, if they can
 - They should provide evidence of positive COVID status e.g. PCR test results
 - If they cannot work from home, they need to stay home and will be paid their normal pay up to maximum of 10 days.

- Early release via lateral flow testing is still applicable.

9.2. For associates (workers on assignment with clients, they are required to self-isolate if they have COVID symptoms or are COVID positive. SSP is payable in line with normal procedures.

10. Reporting

10.1. Support must be provided to staff and associates to allow them to complete testing following symptoms and report them in the correct manner.

10.2. All positive COVID-19 cases must be notified to the payroll department. Multiple cases or cases within accommodation must also be notified to the compliance department.

11. Treatment

11.1. Overseas visitors to England, including anyone living in the UK without permission, will not be charged for:

- Testing for COVID-19 (even if the test shows they do not have COVID-19)
- Treatment for COVID-19, including for a related problem called multisystem inflammatory syndrome that affects some children
- Vaccination against COVID-19
- No immigration checks are needed for overseas visitors if they are only tested, treated or vaccinated for COVID-19.

11.2. Workers should be supported to register their details with local GP services. Where local GP services are not enrolling new patients, this should be escalated to the compliance team.

12. Policy Review

12.1. The compliance department is responsible for reviewing this policy as is required, to ensure that it meets legislative or advisory requirements, standards and reflects best practice.