



COVID-19 POLICY

Revision	Date	Produced or Revised by	Checked by	Changes
1	May 2020	Stephen Woolf Head of SHEQ	Senior Leadership Team	New document
1.1	May 2020	Stephen Woolf Head of SHEQ	Senior Leadership Team	Minor changes
1.2	Sept 2022	Stephen Woolf Group Compliance Director	Daren Lawson Associate Director SHEQ Callidus	Major Changes



COVID-19 POLICY

Sigma has a responsibility for the health, safety, welfare, and wellbeing at work of all our colleagues and those who visit our premises. It is still possible to catch and spread COVID-19, even if you are fully vaccinated. COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with and manage the risk to all.

All of us can play our part by understanding the situations where risks of COVID-19 infection and transmission are likely to be higher and taking action to reduce these risks. As a responsible employer we will manage our duty of care to reduce workplace risk to the lowest reasonably practicable level, we will take preventative measures to control and mitigate potential infection. We will work with all our colleagues, stakeholders, and visitors sharing the workplace, so that everybody's health, safety, welfare, and wellbeing are protected.

The requirement for every employer to explicitly consider COVID-19 in their health and safety risk assessments has been removed. We will continue to review our processes and activities and update as necessary. We will continue to ensure compliance with our controls by undertaking inspections of our activities and monitoring our controls and implementation.

All available information has been considered and checked or updated, as necessary in line with Government and World Health Organisation guidance. In general, the risk of catching or passing on COVID-19 is higher in crowded and enclosed spaces, where there are more people who might be infectious and limited fresh air. In the context of COVID-19 this means we will work through these steps:

- We encourage colleagues to utilise our offices / workplaces and ensure space is maintained
- We will make every reasonable effort to ensure meetings are undertaken remotely (where possible) and keep meeting room numbers to a minimum
- Monitor periods for high infection and take steps to minimise the number of unnecessary visits to offices / sites, review working from home requirements and ensure provision of face coverings where required
- Whilst there is no longer a legal requirement to wear a face covering, we recommend colleagues continue to wear one in crowded and enclosed spaces, especially where they come into contact with people they do not usually meet, when rates of transmission are high
- The responsible person for arranging / organising visitors to our site's will ensure all COVID-19 related mitigations are explained, implemented, and adhered to throughout the visit where required
- To avoid unnecessary work travel and maintaining good hygiene practices
- We will ensure in all our workplaces, the continued use and availability of appropriate cleaning products for handwashing and surface cleaning is provided
- Encourage our colleagues to get vaccinated and the importance of doing so
- To treat everyone in our workplace equally and understand individual concerns and family commitments
- Colleagues / contractors / visitors who have the main symptoms of COVID-19, or a positive test result, should follow the public health advice to stay at home and avoid contact with other people for 5 days
- If colleagues are feeling isolated, anxious or their health / home life / caring responsibilities change we encourage them to keep in touch with their line manager, HR and / or mental health first aiders

Sigma believes that no colleague, stakeholders, or visitor should be placed at more risk due to COVID-19. Examples of working for Sigma include:

- a) people who work from home
- b) mobile workers outside of their fixed base
- c) people visiting domestic and commercial premises
- d) people who work separately from others (e.g.: reception workers or people who work outside normal business hours)
- e) people who work in construction premises
- f) people who work in warehouse and facilities premises



With current IT capabilities it is possible for some of our colleagues to work from home and this will be considered to working in our premises during periods of high infection (where the job role allows). Permission must be gained from the colleague’s line manager / HR before working from home in line with our Work from Home Policy. However, at all other times we are now encouraging our employees to return to normal site / office working.

Colleagues previously considered to be clinically extremely vulnerable (CEV) should continue to follow the guidance, take advice from their health professional on whether additional precautions are required and liaise with their line manager / HR for further guidance and support.

Colleagues who are pregnant who are unvaccinated or not fully vaccinated are at higher risk of becoming severely ill and of pre-term birth if they contract COVID-19. If our colleagues are pregnant or breastfeeding, they are strongly recommended to get their COVID-19 vaccinations and booster as soon as possible. This will be reiterated as part of any new and expectant mothers risk assessment when completed.

In applying this policy, we are mindful of the needs of different groups of workers or individuals. We do not directly or indirectly, discriminate against anyone because of a protected characteristic, for example: age, sex, disability, and those who are new or expectant mothers. This has included steps such as:

- Understanding and considering the circumstances of those with different protected characteristics
- Involving and communicating appropriately with colleagues whose protected characteristics might either expose them to a different degree of risk or might make any steps we have thought about inappropriate or challenging for them
- Making reasonable adjustments to avoid disabled workers being put at a disadvantage
- Assessing the health and safety risks for new or expectant mothers
- Ensuring the steps, we take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments

The main symptoms of COVID-19 are a recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

If our colleagues have any of these symptoms, they should obtain a rapid lateral flow test. Any colleague with a positive COVID-19 test result is advised to stay at home and avoid contact with other people for 5 days. If you tested positive for COVID-19 and want to check if you are still infectious after 5 days take a lateral flow test.

If colleagues feel unwell, but do not have COVID-19 symptoms, or their COVID-19 test is negative, they may still have an illness which could be passed on to other people. Staying at home until they feel better is encouraged and where they can work from home this will be agreed with their line manager / HR, as it reduces the risk that they will pass on an illness to our other colleagues, and stakeholders.

If colleagues can work from home, then this should be agreed with their line manager / HR. If a colleague is unable to work from home, their line manager / HR will talk to them about the options available, such as receiving Statutory Sick Pay (SSP). **Note:** in all such instances of symptoms or feeling unwell colleagues are to inform their line manager / HR representative immediately and follow company procedures for sickness / absence reporting.

Signed.....

Chief Executive Officer

Date: 22/09/2022