

## **COVID-19 Notification policy**

### **Introduction to Policy:**

LSD Promotions are committed to ensuring that health and safety is maintained across its market sites and subsequently take COVID-19 very seriously.

The purpose of this policy is to outline trader requirements in respect of notifying LSD promotions of any COVID-19 related self-isolation.

The aim of this policy is to have a clear notification process in place, which will in turn mean we are able to liaise with our local authority partners and work collaboratively to minimise the risk and spread of the virus throughout the towns and cities in which we operate.

### **The Policy:**

#### 1. Symptoms

In accordance with government advice, the main symptoms identified to COVID-19 are as follows:

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

#### 2. Self-isolation

You should self-isolate immediately, if any of the below apply to you:

- You have symptoms of COVID-19 as identified above;
- You have tested positive for coronavirus;
- You live with someone who has symptoms or has tested positive;
- Someone in your support bubble has symptoms or has tested positive;
- You are told by NHS Test and Trace that you've been in contact with a person with COVID-19.

If you have symptoms, regardless of how mild, you must self-isolate for a minimum of 10 days from when your symptoms started. During this time, you should arrange a COVID-19 test too.

If you have not experienced symptoms, but have tested positive for COVID-19, you must also self-isolate for a minimum of 10 days. If symptoms start to develop during this isolation period, you must restart your 1- day isolation from the date of symptoms commencing.

If you live with someone with symptoms, a positive test or have been contacted by the Test and Trace service, you must self-isolate for a minimum of 14 days.

### 3. Notification

If you are required to self-isolate for any of the reasons highlighted above, you must contact your Market Manager immediately and, in any event, no later than 24 hours from the point in which you had to begin self-isolation.

Your local Market Manager will then report the situation to LSD's Compliance team, who will then investigate the case and are likely to make direct contact with yourself.

As part of a COVID-19 investigation, it will be necessary, in most cases, to notify the relevant local authority and encourage their involvement. Therefore, any data that is required to be shared, will be processed in accordance with the Data Protection Act 2018.

The details of the relevant Market Manager you need to contact are as follows, highlighted with  in the appropriate box:

	Keith Atkin 07482 235367	Ted Perry 07736 777244	Dave Perry 07907 332068	Ray Prosser 07510 276738
Stratford-Upon-Avon				
Tamworth				
Worcester				
Market Drayton				
Oxford				
Bilston				

If you require urgent assistance with a COVID-19 related matter and your Market Manager is on a day off (e.g. our managers do not work on a Monday), please contact, Luke Hillyard, HR & Compliance Manager on 07780 000437.

### 4. Failure to inform

LSD Promotions identify the notification of self-isolation as being a key health and safety requirement of our traders. Therefore, failure to inform us of any self-isolation requirement, will be considered as a breach of contract and may result in your trading contract with LSD being terminated.

### 5. Changes to policy

The relevant changes will be made to this policy as necessary to keep up to date with the latest government advice.