



Causality.IT

Covid 19 Recovery Policy

In addition to the organisation's continuity recovery planning policy, Causality.IT recognises the need to have a separate pandemic recovery plan and procedure. The reason for this is that a general continuity recovery plan focuses on a short-term recovery programme. The effects of the pandemic could last many months.

The following procedure sets out the contingency measures that Causality.IT will bring into effect in response to the current coronavirus (Covid-19) pandemic.

The procedure aims to ensure that Causality.IT will be able to operate its business to the best of its abilities during the pandemic while protecting, as far as is reasonably possible, its employees.

Procedure

Causality.IT will follow all official guidance relating to the pandemic and how to run businesses in a "Covid-secure" manner. All risk mitigation measures adopted will be based on best practice and will take into account the levels of infection rates in the region and country.

Departmental managers are responsible for ensuring that employees understand the organisation's pandemic recovery plan policy and procedure. Employees are responsible for familiarising themselves with the procedure and should speak to their departmental manager should they have any questions.

Causality.IT will identify a Coronavirus Pandemic Crisis Management Team. The team will consist of employee representatives from throughout Causality.IT and will include members of both senior and middle management. Occupational health, communications, facilities management and HR will be represented.

The Coronavirus Pandemic Crisis Management Team will be tasked with keeping Covid-19 risk assessments and business continuity plans updated.

General workplace cleaning will be increased, especially frequently touched surfaces, and hand hygiene will be supported by the provision of alcohol-based hand sanitisers in each room. Staff will be encouraged to pay strict attention to respiratory hygiene and use tissues to catch any sneezes and coughs.


Staff who are considered vulnerable due to pre-existing health conditions or other factors will be encouraged to discuss their working arrangements with their line manager and with an occupational health professional if required. Reasonable adjustments will be made to ensure that such staff feel safe while at work.

Causality.IT will support the need for staff with symptoms of Covid-19 to self-isolate themselves at home. It is aware that this may lead to higher than normal sickness absence rates. As a contingency measure, employees will be cross-trained in various functions to ensure that adequate cover is provided in different roles.

A pandemic communications strategy will be developed to ensure that employees are provided with up-to-date and accurate information on the status of the pandemic. Information will be provided to employees via the organisation's Intranet, e-mail and, where possible, through team meetings. As well as other important information, employees will be briefed on the symptoms of the virus and who to contact should they believe they, or a colleague, has the virus. Employees will also be provided with instructions regarding personal hygiene to avoid spread of the virus.

Causality.IT leave and absence policies will be continuously developed as the status of the pandemic changes. The leave policies that will be developed include the organisation's sick leave policy and bereavement policy.

Employees are encouraged to follow the latest Government advice with regard to the coronavirus at all times. Staff with concerns about their safety or about the behaviour of colleagues should approach their line manager.

Signed:	
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