

## COVID-19 POLICY FOR STAFF WORKING AWAY FROM THE OFFICE

**Policy Statement:** The purpose of this policy is to set a safe framework for operational procedures during the COVID-19 pandemic to ensure as far as reasonably practical, the Health & Safety of all affected by our operations while staff are working away from the office for example in client's homes or in commercial offices etc.

**All Employees:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

**The Workplace:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

**Operational Procedures:** Staff should familiarise themselves with the requirements of the COVID-19 Risk Assessment and the COVID-19 Method Statements prepared for their department or activities.

- ✚ We have reviewed all existing emergency procedures for staff working away from the office and have concluded there are no immediate changes that need to be made in light of the pandemic. However, if there is an emergency necessitating the evacuation of a workplace, social distancing should become a secondary consideration, and everyone present should evacuate as quickly as possible without taking time to comply with any specific COVID-19 requirements. When gathering at the assembly points, social distancing should be followed as far as possible.
- ✚ Any staff with individual or special needs as a result of personal circumstances, caring responsibilities, disability, pregnancy, religious beliefs etc. should bring these to the attention of their department manager.
- ✚ If you or someone you live with have any COVID-19 symptoms such as a new persistent cough, shortness of breath, a fever or loss of taste or smell, **DO NOT COME TO WORK.** Stay at home and report your symptoms to your line manager who can help arrange a test for you. Do not return to work until the symptoms have passed or you receive a negative test.
- ✚ Similarly, if you have received a shielding letter from the NHS or have been instructed by your GP to shield, advise your line manager accordingly.
- ✚ If you become aware either through track and trace or by direct contact from a workplace you have visited that you may have been in contact with someone who has developed symptoms or received a positive test for COVID-19, **STAY AT HOME** and report to your line manager who can help arrange a test for you. Do not return to work until you receive a negative test.
- ✚ All posts should be assessed by the department manager for ability to work from home either full time or on a part time basis.
- ✚ For all staff working from home, a separate Risk Assessment should be carried out by the department manager.
- ✚ Department managers should consider if this policy and/or any supporting documentation needs to be translated into another language to suit the needs of any non-English speaking employees.

For staff unable to work from home, the procedures below should be followed.

- ✚ Ensure you have confirmed with your department manager that you will be attending the workplace.

- ✚ Confirm with your departmental manager that you have completed the necessary training before returning to work comprising a COVID-19 induction, toolbox talks and completion of social care TV infection control module.
- ✚ Ensure that a site-specific risk assessment and method statement have been carried out for the workplace you are visiting. Make sure you are familiar with the documentation and fully understand the implications of the content.
- ✚ Ensure that you have all necessary PPE identified in the method statement in order to carry out the tasks requires safely.
- ✚ When traveling to work, avoid public transport wherever possible but if unavoidable, ensure you wear face protection and sanitise your hands on boarding and alighting.
- ✚ If using private cars, travel separately or with members of your own household wherever possible. If you must travel with someone else, maintain the same pairings wherever possible and all occupants of the car should wear face coverings, sanitise their hands and avoid touching the same surfaces.
- ✚ If using company vehicles, ensure you follow the COVID-19 Company Vehicle use Policy.
- ✚ On arrival, proceed immediately to wash your hands before entering the work area and do so again at regular intervals thereafter.
- ✚ Ensure you comply with any McSence or client requirements for signing into premises so that track and trace can work effectively. Where required to sign in, use your own pen to prevent people touching the same equipment and make sure we have your most up to date contact details so you can be reached if necessary.
- ✚ If working alone, make sure you comply with the normal McSence procedures for lone working.
- ✚ Again, normal McSence procedures should be followed for contact and communication between field workers and line management on working arrangements including welfare, mental and physical health, and personal security.
- ✚ Ensure you follow social distancing requirements wherever you are in the workplace and if this is not possible, ensure you take additional precautions such as wearing a face covering.
- ✚ Make sure you are familiar with any specific COVID-19 requirements your clients or hosts may require of visitors or contractors and ensure these are followed at all times.
- ✚ Make sure you understand client's rules for moving around the workplace and any restrictions on capacity.
- ✚ If clients and hosts have additional requirements for PPE over and above those of McSence, advise your line manager immediately so the necessary equipment can be provided and refrain from carrying out any work until this is available and in place.
- ✚ Only use your own equipment that you have brought with you for the tasks required. Do not use equipment supplied by the client unless there are clear procedures in place for cleaning this and you are satisfied the risk of infection is negligible. This includes all equipment including pens, cups, mugs, crockery, or any other hard surface that could have been touched by someone else.
- ✚ If it is essential as part of the task involved that you must use equipment or touch surfaces, ensure this is done strictly in accordance with the method statement, that your hands are washed or sanitised at regular intervals, that you avoid hand to face contact and that you use the appropriate PPE specified.
- ✚ If you are making a delivery or moving materials or equipment that requires more than one person for safe manual handling, avoid person-to-person contact wherever possible, wear face covering if within two meters of each other and wherever possible maintain a constant pairing to minimise those exposed to additional risk.
- ✚ Staff taking a break should do so wherever possible outside the workplace. Communal facilities should not be used to reduce the likelihood of spreading the infection from contact with commonly used surfaces.
- ✚ Do not consume food in the workplace.
- ✚ Avoid transfer of documents, equipment, or materials with clients unless specific measures are in place to allow this to happen safely. Use "contactless" procedures wherever possible when dealing with the transfer of items such as placing these on a surface and stepping back to allow other to collect while maintain social distancing.
- ✚ The same "contactless" procedures should be followed when collecting materials, plant or equipment, PPE, or documentation from the office.
- ✚ Do not take payment for any services rendered. This should be done remotely through the office finance team.
- ✚ Attendance at face-to-face meetings is discouraged. Where possible, staff should use remote meeting techniques such as Microsoft Teams or zoom. If meetings are essential, consider holding this outdoors. Ensure social distancing is maintained and keep meetings as short as possible.

Finally, we welcome feedback on this document and would encourage any comments, good or bad, constructive, or otherwise. We have tried to consider all aspects of the business in producing this Policy and have made these requirements on balance with regarding to the many, sometimes competing, issues involved. We recognise they will not suit everyone, but we will try to make changes to accommodate individual needs if these are brought to our attention. The most effective policies and procedures are those people find easy to follow and we will only gain an appreciation of these as we return to more regular work. As such we will adapt this document as we go and would encourage you to feedback your experiences and suggestions to help in that process.

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**Company Intranet – Staff Zone:** All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

**Compliance:** Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



*McSence Group Signatory:*

**David Maxwell | Chief Executive**

**McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd**

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**Policy Amendments & Revisions:** *This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*