

# Coronavirus (Covid-19) Policy – 4<sup>th</sup> January 2021

At NSS our employees are the most important part of our business and ensuring their health, safety and welfare is our top priority. We are taking the ongoing, global situation surrounding the Coronavirus infection extremely seriously and we are carefully planning and implementing actions to ensure the continued safe employment of our staff and maintaining service to our customers.

In order to understand and manage the impact on the business and our employees we are undertaking the following steps:

- Those that can work from home will continue to do so unless their absence has a negative effect on business operations and the organisation's future.
  - Those working from home have been provided hardware, software and other equipment to allow them to effectively work from home.
- Coronavirus Risk Assessment produced, implemented and regularly reviewed for effectiveness and compliance with government guidelines to ensure all workplaces are Covid-Secure; adopting social distancing and regular cleaning regimes
- Members of the Senior Management Team have formed a taskforce to constantly review the ongoing situation both internally and externally.
- Regular colleague communications (or more frequently where required) will be sent out with information and instructions relating to how both the business and how they as individuals can protect themselves in the current situation; directing employees to reputable sources of information
- NSS provide all necessary PPE to ensure those that cannot work from home have sufficient resources to undertake their activities safely and in line with government guidelines
- NSS will continue to communicate with those deemed high-risk; assisting with shielding requirements where applicable
- NSS will fix work teams where practical to create "Bubbles"
- All employees encouraged to enforce Coronavirus control measures and re-educate those who may be putting themselves, their colleagues and the organisation at risk
- NSS will not punish those who have to isolate as per Government guidelines and will endeavour to assist with any additional needs the employee may have.
- Set up specified reporting and recording systems within our HR system to ensure we are correctly profiling and measuring confirmed and suspected cases of the virus.
- All meetings are conducted using Microsoft Teams or other remote conferencing software. Any face-to-face meetings must only go ahead as a last resort and social distancing must be maintained at all times.

Kind Regards,

David Holden  
QHSE Director

Please direct any questions to [Coronavirus@nssgroup.com](mailto:Coronavirus@nssgroup.com) where we will endeavor to respond to your questions or concerns effectively

## Coronavirus (Covid-19) Policy – Additional Resources

LINK - [GOV.UK](#)

LINK - [Risk Assessments and other Documents](#)