

## **Coronavirus Company Action Plan**

1. We continue to keep our staff updated on actions to reduce the risk of exposure to the virus.
2. We have updated our staff on questions to ask the temporary operatives with regards to people returning from travel abroad and disclosure if they have come into close contact with anyone who is known to be infected with the Coronavirus.
3. We have distributed the detailed information to all our temporary operatives.
4. We have displayed posters outside our offices about the risk of Coronavirus asking visitors to use the hand sanitisers provided and for this period advised entrants that our staff will not be shaking hands.
5. We have educated our managers on how to spot the symptoms of coronavirus and have reminded them of our sickness absence procedure.
6. We have provided places for the individuals to wash their hands, with hot water and soap.
7. We have provided hand sanitiser and tissues to our staff and encourage their use.
8. We have a full business contingency plan which enables our business to run without any requirement to be physically present within a company premises.
9. We have intensified our efforts for candidate registrations so we are well placed to provide sickness cover to our clients.
10. We will continue to follow government and health authority guidance and will adapt our plans and continuity measures accordingly.