

# Covid-19 Policy

## Introduction

Magic Man Limited is firmly committed to delivering our services to the highest possible standard without putting the health and wellbeing of our colleagues or our customers at risk.

The Company understand the importance of co-operating with our customers during times of uncertainty to create assurance that the right procedures are in place to ensure the safe continuation of business.

We have a Business Continuity Plan (BCP) in place which plans for a variety of potential business continuity incidents, including the impact of pandemic illnesses. We will continually and carefully monitor the development of the Coronavirus outbreak by: -

- Daily monitoring of the advice and guidance issued by the Government, Department of Health and Social Care, Public Health England and the World Health Organisation.
- Daily monitoring of reported cases and infection rates.

The Company will also ensure regular communication on this subject to all staff.

## Covid-19 Risk Reduction Actions

In light of the recent Covid-19 outbreak, Magic Man has put steps in place to ensure all staff are following the correct procedures to minimise the potential spread of the virus. These include: -

- Actively instructing our staff that feel unwell to seek medical advice.
- Working from home where this allows.
- Reducing any non-essential travel.
- Following the Government's guidelines on self-isolation and social distancing.
- Deferring all non-critical meetings.
- Asking our clients to notify us if any of their staff have reported feeling unwell with the symptoms.
- Ensuring all staff and visitors to our offices/sites read and follow the guidance in this policy statement.
- Ensuring staff and visitors wash their hands or use hand-sanitiser on arriving on site or to our offices, after using public transport and after coughing and sneezing.
- Encouraging video linking/conference calling to minimise group meetings where necessary.
- Avoiding public transport where reasonably practicable, utilising other means of transportation.

The Company will continue to watch carefully for new developments as the situation unfolds and adapt our systems and behaviours accordingly, including the regular review of this policy.

<b>Prepared By</b>	<b>Reviewed By</b>	<b>Approved By</b>	<b>Issue: 02</b>
D Bardsley	Keith Phillips	Mark Henderson	June 2020