



## Autotech Recruit Covid-19 Policy

Autotech Recruit have given careful thought as to how we conduct business in a safe, responsible, and efficient manner. We would appreciate if you could read and adhere to the following policy to protect yourself, our clients, their staff and other relevant parties.

### **Policy brief & purpose**

This Autotech Recruit policy includes the measures we are actively taking to mitigate the spread of coronavirus (Covid-19) and to outline our process if you were to fall ill, show any Covid-19 symptoms or contract Covid-19.

You are kindly requested to follow all these rules diligently and to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly to these health precautions and we assure you that Autotech Recruit will always treat your health and personal data with high confidentiality and sensitivity.

Our aim is to safeguard the health of our contractors and this policy is for those who are working externally to the Autotech Recruit head office across different client sites on a contract basis.

While automotive businesses are working to their own individual site risk assessments to ensure they remain compliant, while offering a safe environment for both workers and customers, we have created a policy specifically for our contractors.

This coronavirus (Covid-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

### **Protective measures that should be taken by Autotech Recruit contractors to prevent possible contraction of Covid-19.**

#### 🚩 BE ALERT TO THE SYMPTOMS

If you, or anyone in your household develop Covid-19 related symptoms you, **MUST** follow government guidelines around isolation.

Speak to Autotech Recruit if you have questions about exposure to someone who has been diagnosed with Covid-19 or visited a place with a high number of cases.

We'll work with you to develop a course of action.

#### 🚩 KNOW YOUR WORKPLACE RISK-ASSESSMENT

Make sure you fully understand Covid-19 related safety procedures applicable to the customer site. If you are not given this information at the start of your assignment, please ask the site manager for a brief on actions being taken to reduce risks of exposure to coronavirus (Covid-19) in the workplace.

#### 🚩 KEEP 2 METRES (6 FEET) APART

Maintain 2 metre (6 feet) physical distance between you and others where you can, including while arriving at and departing from work, while in work, and when travelling between sites. Where people cannot be 2 metres apart, make sure you have done everything practical to manage and reduce transmission risk.

#### 🚩 WASH YOUR HANDS

Wash your hands as frequently as possible and for at least 20 seconds at a time.

Use hand sanitiser if you can't wash them. Avoid touching your eyes, nose and mouth.

#### 🚩 NOT SHARING IS CARING

Avoid sharing workspaces, equipment, and tools with others and, where possible, take your own tools. Disinfect any equipment and tools regularly.

#### 🚩 KEEP YOUR WORK AREA AND EQUIPMENT CLEAN AND HYGENIC

Keep your workplace clean and prevent transmission by touching contaminated surfaces. Disinfect any equipment you use including phones and tools as often as possible. If possible, wash your uniform daily.

#### 🚩 USE PPE EQUIPMENT

Personal protective equipment (PPE) and face coverings that protect the user against health or safety risks at work may be required to wear whilst at a customer

site.

#### 📌 BRING YOUR OWN FOOD

Bring your own food and drink where possible. Avoid gatherings at mealtime and breaks. We will continue to monitor the guidelines and communicate with you as the guidelines evolve.

#### **Important for our Autotech Recruit temporary workers on assignments.**

#### 📌 Track and Trace

The fastest way of knowing when you're at risk from coronavirus (Covid-19) is to download the Track and Trace app. The quicker you know, the quicker you can alert your loved ones and your community, and we can alert our clients and their staff.

This can be downloaded from the App Store or Google Play and on the NHS website. <https://www.nhs.uk/apps-library/nhs-covid-19/>

The more of us that use it, the better we can control Covid-19 so we recommend that all Autotech Recruit contractors download and actively use the app.

#### 📌 If you feel sick or display any Covid-19 symptoms

Your health and wellbeing are of the utmost importance and Autotech Recruit are working to the official government guidelines.

The main symptoms of coronavirus (Covid-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

You can check any symptoms using the NHS 111 online service on this link <https://111.nhs.uk/covid-19/>

If you display any of these symptoms only you must leave site and go home immediately after contacting the Autotech Recruit office or your consultant.

Do not report to any further work and seek medical attention of a Covid-19 test, as soon as possible.

If you are diagnosed with Covid-19 after a positive test, follow medical advice and stay home until you have recovered and have been medically cleared to return to work. Your Autotech Recruit consultant will inform the client about your availability and when you are able to return to work.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

If you have a negative Covid-19 test, you will need to show a copy of your result to your consultant and we will file and alert the client. There may be an opportunity to go back to the assignment you had to leave.

- ✦ If you think you have been exposed at your worksite to someone who tested positive for Covid-19.

Please contact the Autotech Recruit office immediately and tell your consultant that you believe you've been exposed at your worksite to someone who tested positive for Covid-19. You'll be given further guidance about what to do regarding the assignment you are on.

- ✦ If you test positive for coronavirus (Covid-19)

Do not report to work if you are on an assignment. Call your Autotech Recruit consultant immediately and let us know you have tested positive for Covid-19, and you will receive further guidance. Your consultant will communicate with the client directly because we have to advise for them to have staff tested for Covid-19. Please follow government guidelines regarding the advised process when testing positive and self-isolation.

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

- ✦ If someone in your household has tested positive for Coronavirus (Covid-19)

Do not report to work if you are on an assignment. If you are already at the client site when you find out a member of your household has tested positive, you must leave immediately.

Call your Autotech Recruit consultant immediately and let us know a member of your household has tested positive for Covid-19, and you will receive further guidance. Your consultant will communicate with the client directly because we have to advise them to have their staff tested for Covid-19. Please follow government guidelines in regard to the process when testing positive and self-isolation.

- ✦ If the client worksite where you work closes due to an outbreak.

Contact the Autotech Recruit office or your consultant right away and let them know the client has decided to close their office(s) for a period of time. Alternatively, if your consultant is advised before you, we will contact you immediately. Working from home is not possible for Autotech Recruit contractors, so unfortunately, your assignment may end. We will do our best to find another opportunity as soon as possible so you can continue working.

- ✦ Will you get paid if you are home sick or self-isolating.

You may be entitled to statutory sick pay through your payment company so please contact them. The above does not apply to a contractor working under your own limited company. Autotech Recruit does not pay statutory sick pay.

- ✦ Travelling for your assignment.

If you are comfortable travelling around the UK, then Autotech Recruit are happy to continue to assign you to contracts further away from home. If you are not comfortable travelling, you are not required to go. Contact the Autotech Recruit office and let them know you have been asked to travel and you do not feel comfortable doing so. We will work with the client regarding your concerns. No matter where in the UK you travel to, you must adhere to each individual clients Covid-19 policy.

- ✦ If your child's nursery or school is shut down due to potential Coronavirus exposure.

Explore if you have alternate childcare options. If none are available, contact your Autotech Recruit office or consultant. Your assignment may end; often this is at the client's discretion. We will work with you to find another assignment or project, based on your availability.

- ✦ If you've taken a personal trip and travelled to or from another country.

If you travelled to a country without UK Government travel restrictions, and you are not experiencing any illness or symptoms, you are not required to communicate information about your travel.

If you've recently visited a country or area under travel restriction from the UK Government, contact your Autotech Recruit office or consultant for further guidance before returning to work.