



## Coronavirus (COVID-19) Policy

### **Commitment:**

Quin Projects is committed to providing a safe and healthy workplace for all of our workers, contractors and visitors therefore the following mandatory steps are implemented.

### **Scope:**

This policy covers all activities and persons working within any premises of Quin Projects or has interactions with.

### **Procedure:**

1. All Quin Projects staff have been issued with a copy of this policy statement.
2. All employees have confirmed that they have not travelled to any high-risk zone or region, on or since 1st December 2019. If they have, they must be isolated for 14 days and obtain a clearance before returning to work.
3. All employees are required to confirm that they have not been in contact with anyone who has travelled to a determined high-risk zone. If they have, they are to be isolated for 14 days and obtain a clearance before returning to work.
4. Hand sanitiser is to be used at all times and ensure appropriate hand washing on a regular basis.
5. If an employee begins to feel symptoms of a cold or flu they are to remain home and are to obtain a clearance prior to returning to work.
6. If employees are to isolate due to possible exposure, they are permitted to continue duties from home 'work from home' if able to.

Mourad Mourad

Director

Dated 01/05/2020