



Reaching People

Corona Virus - RP work Statement

Due to the recent outbreak Reaching People staff are required to be vigilant and cautious with risks to the virus. All employees must make sure they wash hands regularly before entering the building, after using the bathroom etc, please keep hygiene to the upmost and wash hands after sneezing, use a tissue and dispose of correctly.

Further information on staying safe and what to do if you feel unwell can be found on the government website. <https://www.acas.org.uk/coronavirus> .

As a Reaching People employer all staff can work from home if the government pursues serious measures. In case you have symptoms (Fever, cough and flu like symptoms) please do not come into the office to share your illness. Make sure you call a doctor and let management staff know by phone. Normal sick leave policy applies to absence in relation to this virus.

Should you be caring for family members who are affected by the virus or circumstances relating to the virus quarantine please liaise with your direct line manager to make arrangements to balance your work and home commitments.

Date: March 2020 V1