

Virus Pandemic Health & Safety Recovery Plan/Procedure

The potential long-term effects of a virus pandemic on an organisation require introduction of a separate pandemic recovery plan/procedure. This forms part of the general response to business interruption and emergency planning. This plan describes contingency measures which are intended to protect, as far as reasonably possible, both employees and the public, whilst still allowing for appropriate business operations to be maintained.

- Managers are responsible for ensuring employees understand the organisation's pandemic response. Employees are responsible for familiarising themselves with the procedure. Everyone should ask their manager if they have any queries
- The organisation will identify a Coronavirus Pandemic Crisis Management Team, including employee representatives from throughout the organisation, senior and middle management. Team members will be expected to exercise leadership and make operational and business decisions, in the absence of senior and operational managers
- As appropriate, employees will be cross-trained in various functions to provide adequate cover in different roles
- Information will be provided to employees via the organisation's intranet/e-mail/shared drive and through team briefings via video and audio calls
- The organisation's leave and absence policies will be continuously reviewed as the status of the pandemic changes
- Employees should follow the latest Government advice with regards to the Coronavirus

The above policy and procedure will be continuously reviewed and updated to take account of the changing status of the pandemic and Government requirements.