

COVID-19 Information

Definitions

PayStream means the 'Employer' as defined in the Employee's employment contract: either PayStream My Max Limited, PayStream My Max 2 Limited or PayStream My Max 3 Limited

Employee means an employee of any of the PayStream companies defined above and whom has signed an employment contract with PayStream.

Client means a third party organisation where the Employee provides his or her services on the organisation's site

Introduction

The purpose of this document is to provide Employees with general information on Coronavirus and to be sure that they are aware of their obligations whilst they are working on an assignment. Please refer to our document on Employee Health and Safety for general health and safety information and your general duties while working for Clients.

Stopping the spread of COVID-19 (Coronavirus) is a national priority and we all have a part to play in protecting ourselves, our families, friends and those we work alongside.

What is Coronavirus?

Coronaviruses (CoV) are a large family of viruses that causes illness ranging from the common cold to more severe diseases such as SARS (Cov). The official name for this new disease, not previously seen in humans, is COVID- 19.

COVID-19 spreads where there is close contact between people and it is easily transmitted by two routes:

- **Airborne** - The virus is expelled by coughing or sneezing. Larger droplets generally fall to the floor within 2m of the infected person.
- **Contact** - This may result **directly** from person to person or **indirectly** via person to surface to another person.

Most people infected with COVID-19 experience mild symptoms and recover but some experience more serious illness and need hospital care.

Your workplace

PayStream recognises that it has legal duties towards Employees, however due to the nature of PayStream's business and because Client's will have conducted their own risk assessments and imposed their own industry specific safety measures PayStream will rely largely on the health and safety measures and systems that Clients (and agencies, where applicable) have implemented to protect Employees from the risk of becoming infected with COVID-19.

Clients will be required to complete a risk assessment which takes in to account COVID -19 and thereafter place sufficient measures in place to manage the risk of COVID-19.

The Government has issued sector specific guidance for employers, employees and the self-employed. There are 14 guides that cover a wide range of work.

Links to this guidance can be found [here](#).

You should familiarise yourself with the guidance that is relevant to the type of work you do.

Your responsibilities

1. If you or anyone you live with develops coronavirus symptoms, currently that is a:

- fever, particularly a high temperature (i.e. a temperature of 37.8 degrees or over); continuous cough; or
- loss of sense of taste or smell,

you **must** not attend your work place and should self-isolate in accordance with the Government's guidance [here](#).

In line with our sickness absence reporting procedure, you should also:

- Contact your Client and PayStream as soon as possible before the normal starting time on the first day of the absence
- state the reason for your absence and your likely date of return and;
- keep in touch with your Client Contact and PayStream throughout your period of illness.

You **must** also follow whatever health and safety measures have been implemented by the Client, failure to do so could result in disciplinary action. What measures have been implemented will be Client specific and largely depend on the sector you work in.

2. The Government has issued and continues to update guidance on COVID-19. You should keep up-to-date with this guidance and we would like to remind you to play your part by:

- washing your hands often and thoroughly;
- avoiding touching your face, particularly your eyes, nose and mouth; and
- coughing or sneezing into a tissue, and binning it safely, or into your arm if a tissue is not available.

Travel to and from work

We encourage Employees to minimise their use of public transport, including by walking or cycling where possible. If travelling by car, currently you must not car-share with anyone outside your household.

Where you need to use public transport, please think about social distancing, where possible staying two metres away from others and avoid touching surfaces. You should face away from other passenger and you now **MUST** wear a face covering on public transport.

Employees using public transport may find it helpful to refer to the [Government's guidance](#), further information can be found [here](#).

You should wash your hands thoroughly when you arrive at work, or use hand gel if provided. You should also wash your hands thoroughly as soon as you get home from work.

Face coverings

Face covering are now mandatory when using public transport. If you have to wear a face covering, you must follow the [Government's advice](#). This advice includes that you:

- wash your hands thoroughly before putting a face covering on and after removing it;
- change your face covering if it becomes damp or if you have touched it; and
- change and wash your face covering daily.

Test and Trace

The Government Test and Trace program is a new initiative aimed to help reduce the spread of coronavirus. See the latest video [here](#).

- If you have symptoms you must stay at home and get a test
- If you test positive NHS Test and Trace will contact you
- You must tell the Client and follow our sickness procedure if you test positive.