



## Document update location matrix

Location	Website	EAL smarter touch	HABC Portal	Myhrtoolkit	Atlas	other
Update required	Yes					

# Coronavirus Policy

## 1. DEFINITIONS

THE VIRUS	The current Coronavirus CORVID-19 virus
THE COMPANY	Any company in the Qualitrain Group
US	Qualitrain Group of companies
WE	Qualitrain Group of companies
OUR	Belonging to Qualitrain Group of companies

## 2. INTRODUCTION

- This policy has been created to ensure the company complies with Coronavirus requirements
- Covers guidance to employees and associates on how to best protect themselves and those they are in contact with, from the effects of the virus.
- It also explains to customers and other third parties what we, as a group, are doing to ensure business continuity in a safe and responsible way.

## 3. POLICY STATEMENT

The management of each company in the group is committed to ensuring that we all comply with the UK government's response requirements to the Coronavirus outbreak. The company will keep up-to-date with responses needed, particularly through this government link: <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response> The link includes:

- Guidance for Employees, Employers and Businesses  
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

To support with our response, guidance may be gained from ACAS which provides regularly reviewed advice for employers and employees via this link: <https://www.acas.org.uk/coronavirus>

## 4. COMMUNICATION: We will:

- Provide employee and associate information and guidance on the Coronavirus (COVID-19) using an appropriate communication method. Typically, via emailed guidance bulletins
- Additionally, we will include ideas on how to look after mental health and wellbeing, particularly linked to remote working.
- Provide information to our customers and other relevant third parties, as applicable, such as via email and our website

## 5. FURTHER INFORMATION

- We will review the information provided by the authorities on the virus and provide updates as required
- If you require further information a company manager maybe able to help. Additionally, these sites provide further information:

### World Health Organisation

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

### NHS

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

### Gov.UK

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

### Mental Health First Aid (England)



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<https://mhfaengland.org/my-whole-self/>

**6. REVISIONS**

DATE	PAGES/SECTIONS	VERSION NUMBER	AMENDMENT DETAILS
12 <sup>th</sup> March 2020	All	1	First Version
19 <sup>th</sup> March 2020	All	2	Second Version
1 <sup>st</sup> February 2021	Section 3	3	Third Version