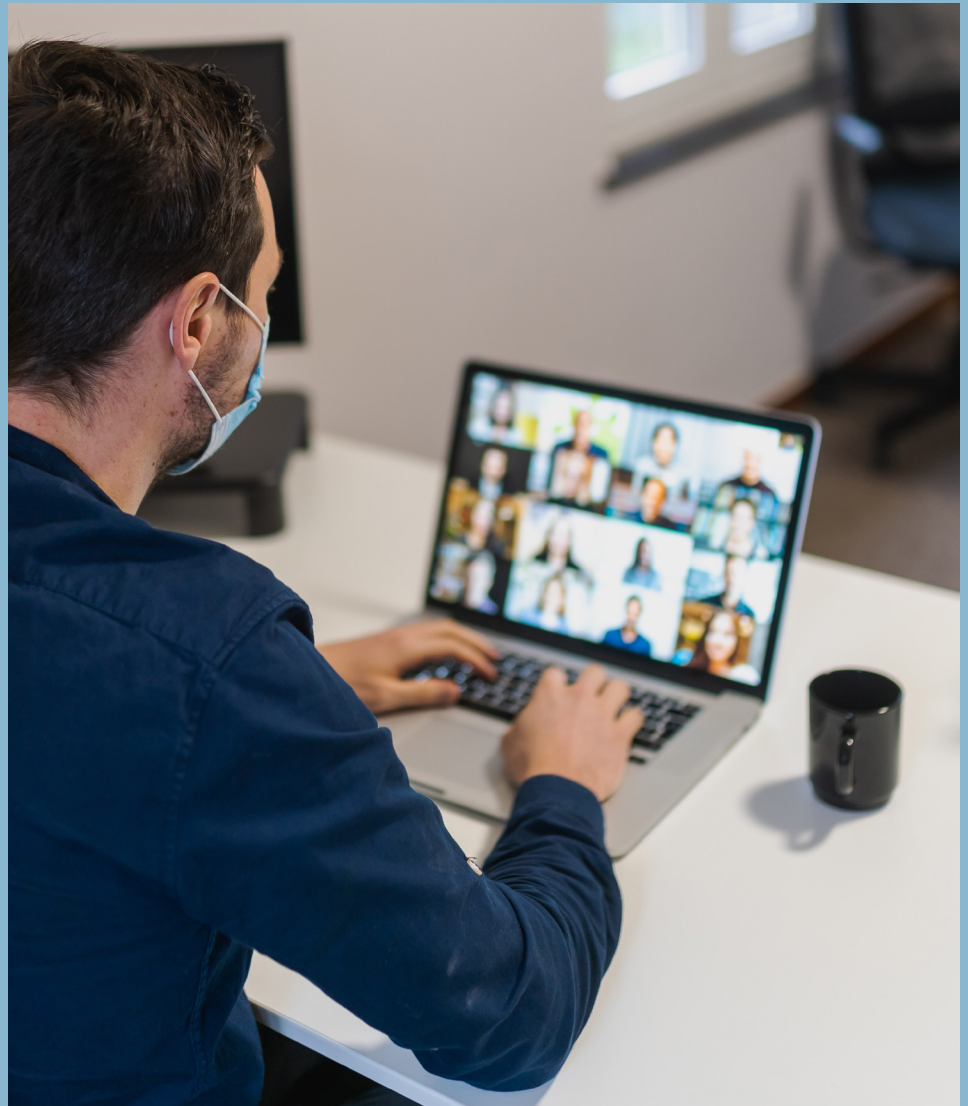




# Covid-19 & Pandemic Preparedness



## Aim & Objective



In line with UK government and World Health Organisation (WHO) guidelines, Pala Diamond Co. have adopted the following measures to ensure safety for staff, customers, suppliers and visitors to our sales offices to guard against Covid-19.

## What we are doing:



- Weekly lateral flow tests are encouraged for staff. As per government guidance, when covid-19 rates are high nationally, we encourage daily testing but this is not mandatory.
- We use infrared digital thermometers for all staff and guests entering the sales office.
- Surfaces (e.g. desks and tables) and objects (e.g. telephones and keyboards) are wiped with disinfectant regularly.
- We ensure good ventilation in the office.
- Employees are encouraged to comply with any local restrictions on travel, movement or large gatherings. Regular teleworking - staff are encouraged to work from home when necessary.
- Provisions for washing hands in all sales offices, along with hand sanitiser. Staff are encouraged to wash their hands regularly.
- We encourage wearing of facemasks in the office when appropriate. Disposable surgical face masks are provided by Pala Diamond Co.

- Tissues are provided for those who develop a runny nose or cough at work, along with closed bins for hygienic disposal.
- Deliveries are handled with rubber gloves with outer packaging disposed of immediately. Bins are emptied daily.
- All bins have closed lids.
- During periods of moderate to high national covid rates, Perspex screens on all "face to face" working desks are provided.
- All employees and contractors are encouraged to consult government travel advice before going on national or international business trips.

## When a staff member tests positive for Covid-19:

- When a staff member tests positive for Covid-19:
- If a member of staff tests positive for Covid-19, we adhere to current government guidelines and recognise that advice is updated frequently. If appropriate, we insist employees follow isolation guidelines, regardless of the number of days specified.
- Staff are paid in full and punctually. During this period, salary pay will not be taken from holiday leave or sick leave entitlement. Staff are discouraged to work from home whilst testing positive and are encouraged to rest. Staff may choose to work from home during the isolation period while testing negative, however this is not a mandatory requirement for Pala Diamond Co.
- Before returning to the office, staff are encouraged to ensure they test negative on lateral flow tests for three consecutive days prior.







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