

Any sudden large scale reduction in staffing is highly unlikely to occur without warning but there may be a pandemic where 15 – 30% of the workforce could be absent due to sickness at any one time.

Impact on Business

- An illness co-ordinator will be nominated to liaise with depot staff, customers and suppliers so that day to day information is available to make decisions relating to best practice planning.
- The co-ordinator will find and relay up-to-date reliable pandemic information on the Department of Health Website.
- If a particular eventhireGroup depot has a large number of cases of the prevailing illness, a number of remedies are available:
 - There would probably be sufficient management staff who would be able to fill the breach for a short period.
 - Phone lines and emails can be transferred to other depots.
 - Other depots can take some of the workload including deliveries and collections.

Impact on Employees and Customers

- Employees and/or their families may become ill and they should be advised to seek medical advice from their GP, preferably by phone.
- Employees should not come into work if they show signs of the prevailing illness.
- Face to face contact with suppliers and customers should be kept to an absolute minimum, relying on phone and internet contact only.
- Internal transfers of equipment should be kept to an absolute minimum and all but essential travel should be avoided.
- Customers should be advised prior to deliveries / collections if eventhireGroup employees in particular depots have come into contact with the prevailing illness or anyone suspected with the illness so that other arrangements can be made.
- Cater to an increase in demand for employee welfare services, if available, such as facemasks, hand sanitisers and hand wash facilities.

Company Policies during a Pandemic

- Employees showing signs of the prevailing illness at home should seek medical advice from their GP, preferably by phone, and if so advised should not come into work.
- The employee should contact their line manager to explain the circumstances and they will be advised to stay at home on sick leave.
- On the advice of their GP, when the employee is no longer showing signs of the illness and is no longer contagious, they should return to work.
- It may be possible for some employees to continue working from home.
- If an employee becomes ill at work, they should report to their line manager and if well enough, make their own way home, if that is not possible, the company will arrange transport for them. Once home they should contact their GP (by phone for advice).
- Additional Resources
- Wherever possible, the company will provide face masks, hand hygiene products, disposable gloves and aprons.
- The company will initiate a policy of more frequent cleaning of premises, washing machines, lorry cabs, etc. to reduce the risk of infection.

Communication and Advice

- The illness co-ordinator will keep up to date on the prevailing illness, gathering information from the Department of Health website, industry associations, internet searches, local radio and press, making this updated information to employees.
- Ensure all employees are up to date on current symptoms, geographical areas where large numbers of the populations have been diagnosed.
- If information on symptoms change, ensure this information is passed on to employees at the earliest possible time.
- Keep employees up to date on the latest recommendations on wearing of masks, if available, hand hygiene, sneezing / coughing etiquette.
- Provide the latest information on the company's preparedness and response plan to employees, customers and suppliers, including their role in the plan.
- Ensure all employees know and understand the procedure and contact details if they become unwell.
- External Organisations and Community
- eventhireGroup will keep abreast of pandemic planning in all depot localities through local government, radio and press.
- Information and best practice decisions will be shared with local businesses, customers, suppliers and industry associations.

Signature:



Les Vipond
Managing Director
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