

## Pandemic Contingency Plan - COVID-19

### Introduction

In addition to the Medecon Healthcare's business continuity policy, Medecon Healthcare recognises the need to have a separate pandemic recovery plan and procedure. The reason for this is that a general continuity recovery plan focuses on a short-term recovery programme whereas, for example, in circumstances where a public health emergency is confirmed such as the COVID-19, the effects of the pandemic could last many months.

The following procedure sets out the contingency measures that Medecon Healthcare will bring into effect in the event of a pandemic.

The procedure aims to ensure that Medecon Healthcare will be able to operate its business to the best of its abilities in such an event while protecting, as far as is reasonably possible, its employees, public and customer.

### Procedure

Directors are responsible for ensuring that employees understand Medecon Healthcare's pandemic recovery plan policy and procedure. Employees are responsible for familiarising themselves with the procedure and should speak to their Line manager should they have any questions.

Medecon Healthcare pandemic Crisis Management Team includes directors, Service manager, HR Manager and members of both senior and middle management.

Members of the Pandemic Crisis Management Team will be trained in how to respond to a pandemic. In the event of a pandemic, members of the team will be expected to exercise leadership and make operational and business decisions, in the absence of senior and operational managers.

As a contingency measure, employees will be trained in various functions to ensure that adequate cover is provided in different roles.

A pandemic communications strategy will be developed to ensure that employees are provided with up-to-date and accurate information on the status of the pandemic. Information will be provided to employees via the Company's Intranet, e-mail and, where possible, through team meetings. As well as other important information, employees will be briefed on the symptoms of the virus and who to contact should they believe they, or a colleague, has the virus. Employees will also be provided with instructions regarding personal hygiene to avoid spread of the virus.

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Medecon Healthcare's leave and absence policies will be reviewed as the status of the pandemic changes. This includes the Company's policies on sickness absence, time off for dependants and bereavement leave.

Employees may be required to observe several measures put in place by us to keep the risk of infection to an absolute minimum. Whilst advice will be published at the time in question to ensure it is specific to the pandemic, it is likely that rules will include:

- social distancing at work such as maintaining at least two metre distance between participants in essential meetings, avoiding unnecessary travel, cancellation of face-to-face meetings and working from home
- increased levels of hygiene management including keeping hands clean and coughing and sneezing into tissues which are immediately disposed of
- a requirement for employees to adhere to Government guidance on management of symptoms and self-isolation where recommended.
- Postpone specific non-essential maintenance visits and support emergency reactive maintenance and customer's urgent needs or additional support as a priority, on the basis of patient / clinical need.

Medecon Help desk open 24/7 for report any urgent equipment breakdown and required any services

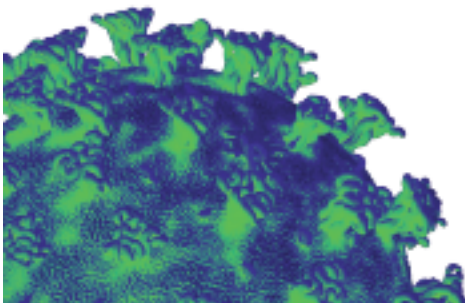
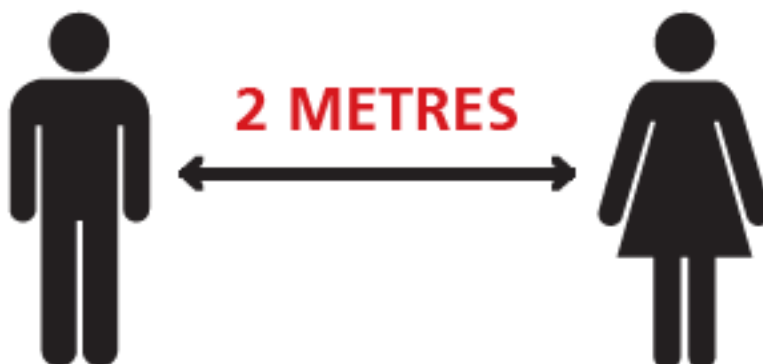
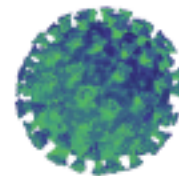
**HELP DESK TELEPHONE: 0203 384 4540**

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

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# **CORONAVIRUS**

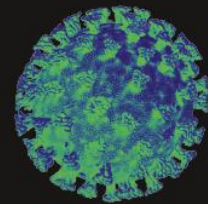
## **KEEP YOUR DISTANCE SAVE LIVES**



# **CORONAVIRUS**

# **STAY AT HOME**

# **SAVE LIVES**



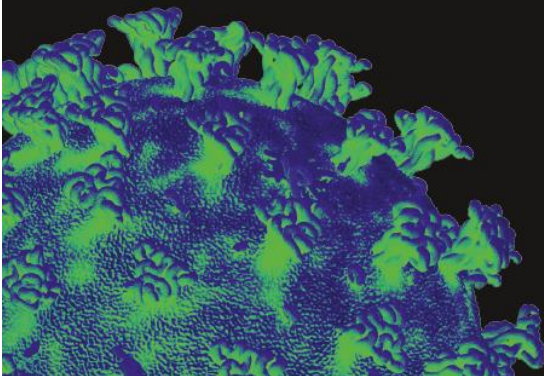
Anyone can spread Coronavirus.

If you or anyone in your household has a high temperature or a new and continuous cough – even if it's mild

⊗ Please **DO NOT**  
enter this building

Return home and go to **nhs.uk** to check your symptoms via the 111 online coronavirus service and follow the specialist medical advice.

Only call **111** if you can't get online, you've been instructed to, or your symptoms worsen.



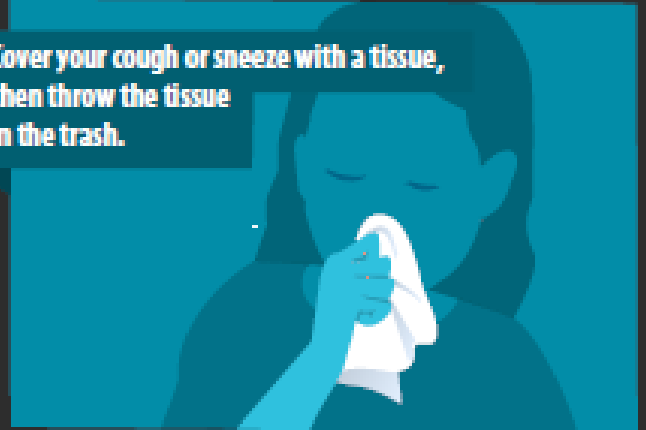
# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.

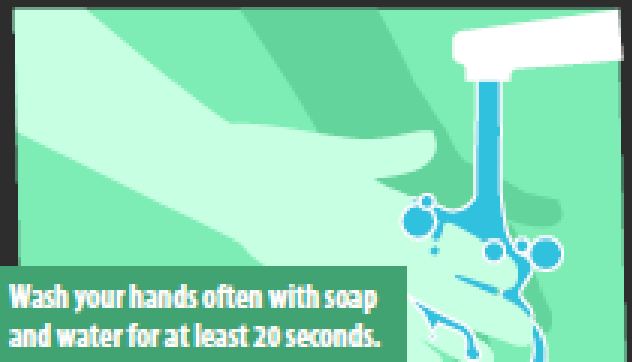


When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.