

## (Company name xxx) – WORK FROM HOME POLICY DURING SELF-QUARANTINE

**xxx (company name) staff will be required to self-quarantine should the following occur:**

1. Displayed the following symptoms with regard the COVID19 virus:  
Acute respiratory illness with sudden onset of at least one of the following:  
**cough, sore throat, shortness of breath or fever of 38°C +(measured) or more**

AND

2. If within the 14 days prior to the onset of symptoms, you were in close contact with a confirmed or probable case of Covid-19 or returned from a high risk country

The self-quarantine period could last for up to 14 days and during this time the staff member will be required to work from home. This period will be regarded as normal working days and will not affect any leave balances.

Should you be diagnosed with COVID-19 during this period, it will then be regarded as Sick Leave (*not* WFH) and you will need to do what is required in order to recuperate.

Staff member's responsibility during the WFH period:

- **Day 1 of Self-Quarantine-** Define Ways of Working  
Connect with your reporting manager/director via Teams (video call) to agree the Ways of Working during the self-quarantine period. This should include:
  - Develop, commit and deliver to agreed deadlines and output each day and
  - Commit to how to confirm the delivery to deadline  
e.g. copy manage in in emails or send this to the manager after delivery
  - Decide on the preferred mode of contact, this may differ depending on the type of work – **i.e. Teams** can be used for video and messaging, **WhatsApp** may be preferred for quick decisions or calls to discuss.  
The employee's available resources should be taken into context and the effective delivery of contact for the manager to ensure services continue to be delivered effectively.
- Continue to produce the work efficiently and effectively, continuing to meet deadlines and provide service to clients and internal teams
- Escalate and defer any urgent client requests that cannot be answered within the WFH arrangement
- Adhere to xxx policies and procedures
- Maintain accurate work records and time sheets
- Have an internet connection that it is adequate for the WFH requirements. Please inform IT if you do not have a suitable connection
- Be available during normal working hours and remain online to regularly check e-mails
- Be available to correspond via telephone calls, electronic mails, mobile messaging and video conferencing
- Adhere to timelines and complete work tasks as required
- Be in regular contact with reporting manager / director
- Discuss with your manager/director and apply for the appropriate leave on xxxx (system) should you not be available to work from home during the self-quarantine period.

## **Voluntary self-quarantine**

Should you not meet the requirements for the forced self-quarantine, but still wish to be cautious and impose a voluntary self-quarantine, then these days will be regarded as leave. Please contact your reporting manager/director as soon as you're able to, stating your reasons for the voluntary self-quarantine. The company will, at its discretion, treat these as either Unpaid or Annual Leave.

## **Xxxx– WORK FROM HOME ACCESS**

Below are all the external links that can be connected to

1. Our server xxxxxxx
2. ESS for HR xxxxxxxx
3. Mail xxxxxx
4. VPN xxxx

If you need access to files from the office, please make contact with IT via xxxx (email address) so that we can assist and schedule a time to install VPN connectivity software on your machine.

Voice and Video calls:

TEAMS: If your client has Teams or Skype for Business you can invite them in Microsoft Teams (app should be installed by default) and have calls, chats and full video conferencing where you can share screens and presentations. Please consider Zoom as well.