

JPRESTAURANTS

Employee Covid-19 Policies

The following polices are designed to ensure that our working environment at JPRestaurants is as safe as possible in relation to preventing the spread of coronavirus, helping to protect all colleagues, their families, friends, customers, and Islanders in general.

Last updated: 04 December 2020



Isolate

if you (or a Direct Contact) have symptoms, or if you are contacted through Contact Tracing



Maintain Distance

of **2+** metres between yourself, colleagues, and customers at all times, when possible



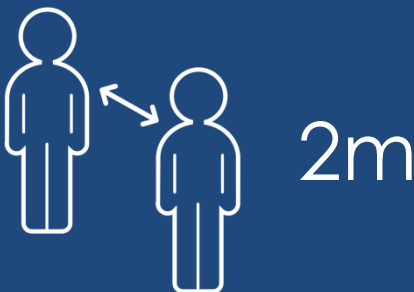
Wash / Sanitize

your hands regularly (arrival at work, shared equipment, before serving food, items that customers have used)



Face Masks

Follow the company's face mask policy – MASKS ADVISED or MASKS MANDATORY



Limit Direct Contacts

Limit the number of colleagues who are 'Direct Contacts' (people spending 15+ mins within 2m of you)



Covid Alert App

Download the Government's App, so you know if you have come into contact with a case – covidalert.gov.je



Isolation

The **symptoms** of coronavirus:

- ▶ A new, **continuous cough**
- ▶ **High temperature or fever** (above 37.5°C)
- ▶ Loss of **taste and smell**

Possibly accompanied by headaches, tiredness, muscle ache, a sore throat, vomiting and/or diarrhoea)

If you experience any of the three main symptoms above, inform your place of work by telephone, and call the Government's coronavirus helpline on 01534 445566.

You **must not attend work** if:

You have **symptoms** of coronavirus

Someone in your house has **symptoms** of coronavirus

You test **positive** for coronavirus

Someone in your house tests **positive** for coronavirus

The Government's **Contact Tracing** team informs you that a **direct contact** has tested **positive** for coronavirus

You have **travelled to the island**, and are **required to isolate** through the Government's Safer Travel programme

You must **not return** to work **for 14 days**, or until you can show the company **a negative coronavirus test result**

If you believe you have been in contact with someone with coronavirus, but you have not been contacted by the Government's Contact Tracing team yet, contact Human Resources to discuss this.

Isolation – further information:

Inform your manager by telephone

If you are required to isolate for any of the reasons on the previous page, **you must inform your line manager by telephone** as soon as you can. (This is the standard policy for informing your manager that you cannot attend work – please refer to the Group Employee Handbook for the full policy.)

Displaying symptoms at work

Your line manager can send you home from work if you are displaying coronavirus symptoms at work, or if they have genuine reason to believe that someone in your household has symptoms or has tested positive.

Return to work

If you are required to isolate for any of the reasons on the previous page, or if you have informed the Company of any symptoms, **you cannot return to work for 14 days**, or until you have provided the Company with evidence of a negative coronavirus test result.

Payment from the Company while you are isolating

If you are required to isolate due to a positive test or coronavirus symptoms (either your own or by someone in your house), or because you have been contacted by Contact Tracing, you will be paid in accordance with the **Company's Discretionary Sick Pay policy** (please see the Group Employee Handbook). All employees with 2+ years' service are eligible for up to 2 weeks of sick pay; this is paid less the amount that the employee is eligible to receive in Short Term Incapacity Allowance / Isolation Benefit. If you are required to **isolate due to your recent travel**, any subsequent isolation period will be treated as **holiday** – this can be taken as paid holiday (if you have sufficient Holiday Entitlement remaining) or as unpaid holiday.

Isolation Benefit

If you are required to isolate for any of the reasons on the previous page, you will be eligible to claim Isolation Benefit from the Government of Jersey. Please visit

<https://www.gov.je/Health/Coronavirus/BusinessAndEmployment/Pages/IsolationBenefit.aspx> for more information.

Isolation – action and payment:

The table below describes isolation requirements and eligibility for payment in each situation where isolation is required.

In the case of any discrepancy, isolation requirements from Environmental Health Jersey / Contact Tracing will always take precedence.

Situation	Action(s)	Return to work	Payment
You receive a positive test result for Covid-19	Do not attend work ; follow the guidance from Environmental Health	According to guidance from Environmental Health	Full contractual pay from the Company, less Isolation Benefit for the period
Someone in your house receives a positive test result for Covid-19	Do not attend work ; follow the guidance from Environmental Health / Contact Tracing	According to guidance from Environmental Health	Full contractual pay from the Company, less Isolation Benefit for the period
You are contacted by Contact Tracing and required to isolate	Do not attend work ; follow the requirements from Contact Tracing	According to isolation requirement from Contact Tracing / EH	Pay in accordance with Company's Discretionary Sick Pay Scheme*
You have symptoms of Covid-19	Do not attend work ; call 01534 445566 and follow guidance on testing / isolation	After 14 days, or after receiving a negative PCR test result	Pay in accordance with Company's Discretionary Sick Pay Scheme*
Someone in your house has symptoms of Covid-19	Do not attend work ; call 01534 445566 and follow guidance on testing / isolation	After 14 days, or after receiving a negative PCR test result	Pay in accordance with Company's Discretionary Sick Pay Scheme*
You arrive in Jersey after having been off-island	Do not attend work ; follow the Safer Travel guidance that you have been issued with at the port / airport	After having completed the required isolation period and after receiving at least one negative PCR test result	Absence treated as holiday entitlement (either paid or unpaid depending on remaining entitlement)



Maintain Distance

Physical distancing helps reduce the spread of coronavirus, and makes our workplaces safe environments to work in.

You must maintain a **distance of 2 metres** between **yourself and other employees and/or customers**, which, where possible, must be maintained at all times.

You **must not shake hands with, hug or kiss** colleagues or customers. Employees must also be aware of their physical distance when they are in conversation with colleagues or customers.

When physical distancing is not possible

When physical distancing is not possible, **you should take extra precautions** to reduce the risk of spreading coronavirus.

You **must wear a face mask for tasks in which a distance of 2 metre cannot be achieved** (e.g. manual handling requiring 2 people).

If a distance of 1 metre cannot be achieved, **you must avoid working / passing face-to-face** – you must pass back-to-back, or work side-by-side.



Limit Direct Contacts

A 'Direct Contact' is someone who you have spent 15+ minutes within a distance of 2 metres. Due to the nature of our work, there will always be some colleagues who will be 'Direct Contacts' (e.g. most of a kitchen team will be Direct Contacts).

Your line manager will advise you which colleagues are your Direct Contacts; in the event of **a positive coronavirus test, all Direct Contacts of that employee will have to isolate.**

You must therefore minimise your contact and proximity with all other colleagues (maintaining a 2-metre distance at all times, where possible).

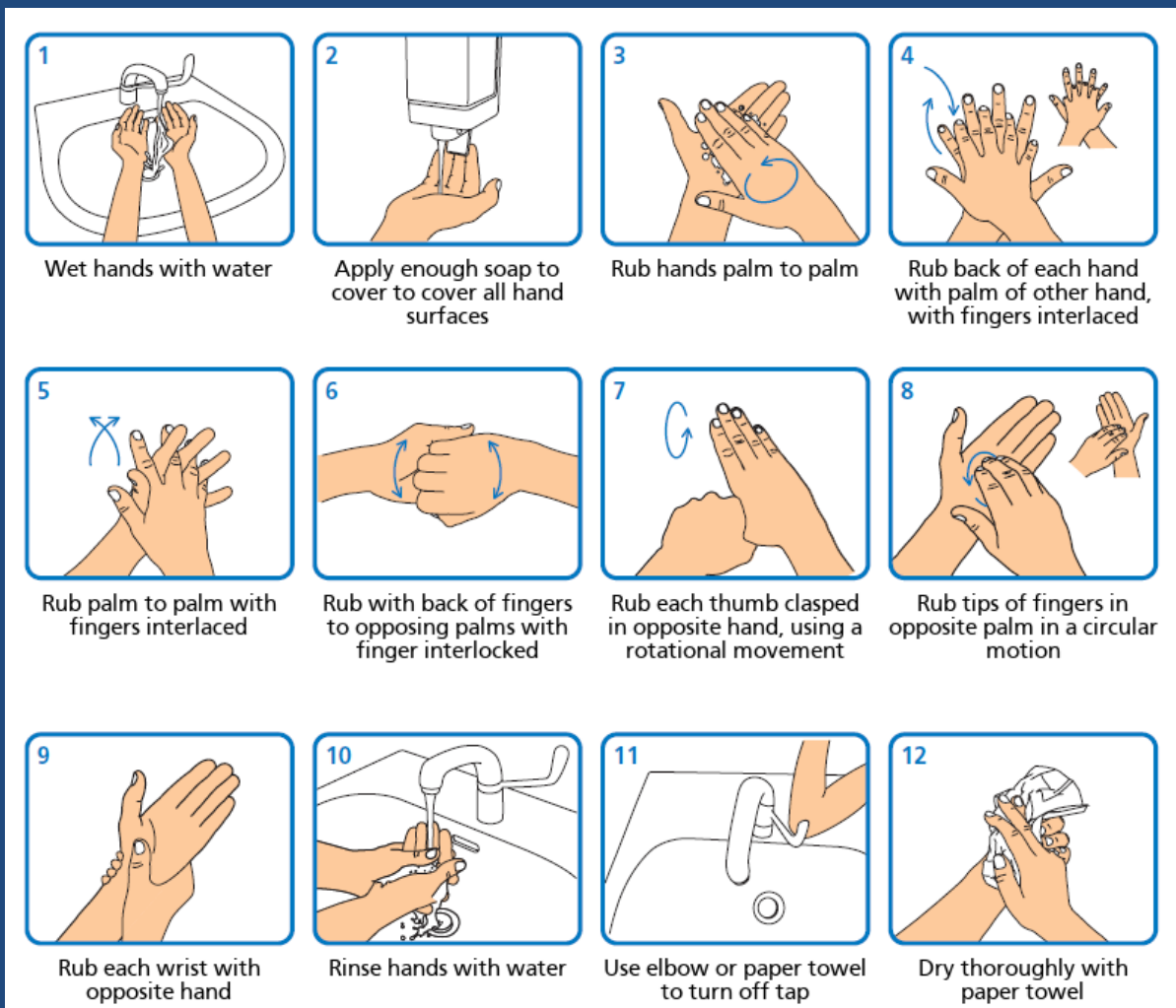
This has two effects: if you maintain a 2-metre distance from colleagues who are not Direct Contacts, there is less chance you will have to isolate. The second effect is that this behaviour (maintaining a 2-metre distance) will dramatically reduce the spread of infection if we do have a case of coronavirus.



Wash / Sanitize

Wash / sanitize your hands whenever there is a **realistic possibility that your hands have been contaminated**. This includes when you:

- ▶ Arrive at work
- ▶ Return from a break
- ▶ Touch a frequently touched surface (e.g. door handle)
- ▶ Are going to prepare any food or drinks
- ▶ Clear or touch anything that has been touched by customers



Handwashing is a greater protective barrier to infection than disposable gloves: **gloves must not be used as a substitute for handwashing.**

Face Masks

The Company has a 'two-tier' policy on face masks, and will apply one of the two tiers (either MASKS MANDATORY or MASKS ADVISED) depending on the rate of infection in Jersey.

You will be informed by email when the tier changes, and this is supported by posters and line managers passing on this message.



MASKS MANDATORY

+ KEEP DISTANCE

- You must wear a mask or face covering at all times when in the same room as others
- You must observe physical distancing at all times



MASKS ADVISED

+ KEEP DISTANCE

- Masks are optional (but advised)
- However, you must wear a mask in situations where you cannot observe physical distancing

When the policy is **MASKS MANDATORY + KEEP DISTANCE**, you must wear face masks when working on JP Restaurants premises. The only exception are employees truly working alone in areas without customers.

When the policy is **MASKS ADVISED + KEEP DISTANCE**, wearing a face mask is your choice. However, you must wear a face mask if you cannot maintain a 1-metre distance from colleagues and customers.

Face masks must cover the nose and mouth; if you wish to wear a visor, you must also wear a face mask, as visors are not as effective in preventing the spread of coronavirus.

Some colleagues may not be able to wear a face mask for medical reasons: if this applies to you, please contact Human Resources.

If you work at a site which is not JP Restaurants premises (e.g. the airport, or a school) you must instead follow the face mask policy of that site.

Covid Alert App

We advise that you **download the Government of Jersey's Covid Alert App**, which can be found at <https://covidalert.gov.je/>

The app will simply alert you if someone who has been with 2 metres of you for 15+ minutes later tests positive. This will give you vital warning to isolate, and protect your family, friends and colleagues from potential infection. **The more people using the app** in Jersey, the better the position of **the island to prevent the spread of coronavirus**.

The app is designed so that users are anonymous, and it does not hold information on your personal identity, the identity of anyone you meet, your location or your movements, or anything about your health.

Workforce Testing

As of November 2020, the Government of Jersey are offering free coronavirus tests to workers in public-facing roles. This includes hospitality; hospitality employees are eligible to be tested every 8 weeks.

The Company encourage **all staff to sign up for this testing programme**; finding out that you have coronavirus before you have symptoms can stop the spread of infection to family, friends, colleagues, and islanders. More information can be found at:

<https://www.gov.je/Health/Coronavirus/Health/Pages/COVID19TestingProgramme.aspx>

The Company **will pay all employees who take a test as part of workforce testing** (30 minutes' overtime); if any employee receives a positive result, that employee will be paid in full for 14 days during their isolation period (less Isolation Benefit).

Workforce testing is carried out at the Elizabeth Ferry Terminal in St Helier. To book an appointment:

- Call 01534 445566 between 12:00 and 16:00;
- Say that you want to book a 'Workforce testing appointment'
- Select a convenient time outside of your work schedule

In order to receive 30 minutes' pay from the Company, send a copy of your workforce testing test result to hr@jpresta.com ahead of payroll.