

S-RM

**GLOBAL
COVID-19
POLICY**
VERSION 01

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1 INTRODUCTION

The **S-RM Covid-19 Policy** provides an overview of the key changes that have been made to S-RM office and working arrangements due to the Covid-19 pandemic. It also provides detail on the control measures that have been considered and implemented across S-RM offices in order to protect our employees and others who may visit our offices.

All actions taken by S-RM in relation to the Covid-19 pandemic have been done in accordance with official advice from the relevant local authorities (this might mean state over federal for some locations).

2 S-RM OFFICES AND WORKING ARRANGEMENTS

2.1 MONITORING OF LOCAL SITUATIONS

S-RM has formed a global Incident Management Team (IMT) that is responsible for overseeing and managing S-RM's global response to the Covid-19 pandemic; this team includes Board Directors, Business Unit Operations Directors, Central Operations Department Heads and International Office Heads. The team meets on a fortnightly basis, or more frequently if required, in order to provide local updates affecting S-RM offices and to coordinate activities.

2.2 DECISION TO RE-OPEN OFFICES

All S-RM offices will remain closed until the International Office Head determines that it is safe for them to re-open. When the official guidance from relevant authorities allows for 'non-essential' businesses to re-open, and when the International Office Head deems that it is appropriate to do so, the following actions will be taken:

- A risk assessment will be completed by the local office, with support from S-RM Risk and Compliance team as needed.
- The completed risk assessment and recommendation to re-open the office will be sent to the COO and Head of Risk and Compliance for review and approval (or not).

2.3 REMOTE WORKING

All S-RM employees globally have been set up to work remotely. S-RM has decided to give employees the choice to return to the office (when safe to do so and in accordance with local office restrictions / procedures) or to continue to work remotely until the end of 2020.

Where the official advice from relevant local authorities encourages individuals to work from home if they can, S-RM will continue to support and promote remote working.

3 WORKPLACE CONTROL MEASURES IN S-RM OFFICES

3.1 ACCESS AND OCCUPANCY

Each office location will implement their own plan in relation to access and occupancy following the decision to re-open a S-RM office. This plan will be informed by the local risk assessment and a review of the effectiveness of the preventative workplace measures in place.

The following options will be considered for each location:

- 'Team A' / 'Team B' rota system that is implemented on a week on / week off basis.
- Office is re-opened at limited capacity (e.g. 25% to start with and gradually increasing in accordance with the local risk assessment and advice from relevant local authorities).

The International Office Head will determine whether it is necessary to maintain a skeleton crew on-site during the early stages of re-occupancy (e.g. Office Management team).

3.2 MEASURES TO PREVENT SPREAD OF INFECTION

Before offices can re-open the following areas will be considered, and preventative workplace measure put in place in order to reduce the risk to employees coming into the office. These measures will be informed by the local risk assessment, which will be made available to all employees in the [Covid-19 Resources Centre](#) on the internal intranet.

Desks

- Seating plans will be organised to ensure that 2m/6ft distancing measures are maintained wherever possible.
- Sharing of equipment (keyboards, mouse, phones) will be avoided wherever possible.

Meeting rooms

- Access to meeting rooms will be restricted with occupancy limits enforced to ensure that 2m/6ft distancing measures are maintained wherever possible.
- It may be necessary to install additional office signage including use of marking tape on the floor in order to manage to above.

Communal areas

- Access to kitchens and other communal areas will be restricted with occupancy limits enforced to ensure that 2m/6ft distancing measures are maintained wherever possible.
- It may be necessary to install additional office signage including use of marking tape on the floor in order to manage to above.
- It may not be possible to enforce social distancing in the toilets / washrooms – employees will be asked to make sensible judgements when using these areas.

Office cleaning

- An increased / enhanced cleaning regime will be implemented, in liaison with building management and/or landlords as necessary.
- Employees will be provided with cleaning products (where possible) to wipe down their own equipment.

Personal Protective Equipment (PPE)

- Employees may be required to wear PPE (such as masks), this decision will be made locally taking the following factors into consideration:
 - Official guidance from relevant authorities
 - Building management procedures
 - Local customs
 - Availability of PPE

3.3 EMPLOYEE RESPONSIBILITIES

The following responsibilities will apply to all S-RM employees who decide to return to the office:

- All employees who are in an 'at risk' group or living with someone who is in an 'at risk' group will be required to notify the S-RM HR Team and complete a risk assessment before returning to the office. Employees will not be allowed to return to the office if we determine that it is not safe for them to do so.
- Any employees who are experiencing Covid-19 symptoms must stay at home for the required period of time as determined by official guidance from relevant authorities.
- Any employees who have come into contact with a confirmed or suspected case of coronavirus must stay at home for the required period of time as determined by official guidance from relevant authorities.
- Where building management are not checking temperatures on arrival, employees will be expected to take their own temperatures before leaving home. If you have a temperature of 38C or more, you must remain at home.
- Employees who rely on public transport must conduct their own risk assessment to determine whether or not it is safe for them to return to the office using public transport. This may involve adapting their normal working hours to avoid peak travel times.
- Employees who choose to return to the office may be required to book their desk in advance.
- Employees who are coming into the office will be required to comply with any other procedures that are put in place by local building management.

3.4 EXTERNAL VISITORS / MEETINGS

The local office management team must be notified, in advance, of any plans to bring external visitors to S-RM offices. Visitors to S-RM offices must comply with all workplace control measures that have been put in place by S-RM and the local building management team, this includes maintenance staff and deliveries.

3.5 PROCEDURE IN THE EVENT OF A SUSPECTED OR CONFIRMED CASE IN THE OFFICE

In the event of a confirmed or suspected case of coronavirus in the office, S-RM will notify any individuals who may have had contact with that person and/or been exposed as soon as possible. Where required by law we will also contact the relevant local authorities within the required timeframe.

Employees who have been exposed will be required to work remotely for 14 days following their last contact with the affected person, or until such time as the affected person has received a negative test result (if testing is available).

3.6 PROCEDURES FOR EMERGENCY EVACUATION AND FIRST AID SUPPORT

There are likely to be some temporary changes to the normal procedures for dealing with emergency evacuation (including fire) and first aid support. Employees should refer to any interim guidance that has been provided by the S-RM Risk and Compliance and/or local office management teams and ensure that they are familiar with any changes that may impact them – these will be made available in the **Covid-19 Resources Centre** on the internal intranet.

3.7 PROCEDURES FOR BUSINESS TRAVEL

Restrictions on S-RM employee and subcontractor travel will remain in place until at least the end of 2020. Any individuals who are planning to travel on S-RM business should refer to the **S-RM Travel Policy** and any interim guidance or updates that have been issued by the S-RM Risk and Compliance team.

4 FURTHER INFORMATION

For S-RM employees

Please refer to the **Covid-19 Resources Centre** on the internal intranet for key updates on company policies and procedures in relation to the Covid-19 pandemic. All HR-related Covid-19 policies can also be found on the company **HR Platform**.

For S-RM clients, subcontractors and other visitors to S-RM offices

Please contact your S-RM contact for information on any issues that you think may affect your interactions and engagement with S-RM. If you are planning to visit a S-RM office, please call us in advance of your visit with any questions that you might have in relation to the workplace control measures that have been implemented in the office that you will be visiting or to request a copy of the local risk assessment. You can find the numbers for our local offices in the 'Contact' section of our website (www.s-rminform.com).

S-RM IS A GLOBAL CONSULTANCY THAT HELPS CLIENTS MANAGE REGULATORY, REPUTATIONAL AND OPERATIONAL RISKS

CORPORATE INTELLIGENCE

Combining industry-leading intelligence with unrivalled responsiveness and client service.

CRISIS MANAGEMENT

Preventing crises, and safeguarding your people, assets and reputation.

CYBER SECURITY

Helping you manage complex information security challenges through a collaborative and consultative approach.



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1000 + sub-contractors



across 6
continents



speaking 30+
languages

supporting
clients in
140 +
countries 



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hello@s-rminform.com | www.s-rminform.com