

An aerial photograph of a city, featuring a prominent skyscraper in the center. The image is overlaid with a dark blue gradient. The text is white and green.

CISILION

Cisilion Response to COV-19 – Internal and External

Cisilion Limited

Last Amended: 13 March 2020

CISILION RESPONSE TO COVID-19 – INTERNAL AND EXTERNAL

Name and address of establishment:

Cisilion Limited

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CISILION RESPONSE TO COVID-19

Cisilion is closely monitoring the situation with regards to the outbreak of the Coronavirus (COVID-19). This includes close attention to the latest guidance from the WHO (World Health Organization), as well as from UK authorities.

1. Cisilion Employees

In line with the COVID-19 outbreak the UK has now reached the 'delay' phase. Cisilion's main priority is the health and wellbeing of its employees. Cisilion employees must adhere to the following:

- Should an employee have a persistent cough or high fever, they shall stay at home for 7 days, working if they feel well enough to do so;
- Should an employee have visited an infected country (outside of the UK), they shall work from home for a period of 14 days;
- Should an employee have been in contact with an individual who has COVID-19, they shall work from home for a period of 14 days;
- Should an employee feel unwell and have any symptoms outside of the above, they shall contact Human Resources and line management as soon as possible so that further instruction can be provided;
- Should an employee be due to leave the country for any reason, they shall inform Human Resources and line management in writing as soon as possible, confirming the location and dates of travel;
- Should an employee have any concerns or would like to report anything relating to the COVID-19 outbreak, they shall contact Human Resources via rwardmiller@cisilion.com;
- Cisilion shall endeavour to provide any employee in isolation with the relevant equipment to enable remote working;
- Statutory sick pay shall apply from day 1 rather than after 4 consecutive days of sickness relating to COVID-19, this shall apply in isolation situations as well as sickness;
- Throughout any isolation periods, Human Resources will maintain regular contact to monitor the health of the employee;
- Employees are entitled to unlimited emergency time off for dependents;
- Should any third-party request Cisilion's statement in relation to the COVID-19 outbreak, the below statement shall be used, or details of Human Resources shall be provided.

2. Cisilion External Statement

Cisilion are closely monitoring the developments around the globe with respect to the COVID-19 outbreak. Cisilion views as one of its highest priorities the health and wellbeing of its employees and as such, we have a clear sickness procedure which the Company will continue to adopt in the pandemic situation, following the World Health Organisation (WHO) pandemic level definitions for triggering our response.

We are closely monitoring the government guidelines and are isolating all employees who have travelled to infected regions, as advised by the UK government. As a part of this, we have already put in place measures to ensure that travel to infected regions is reported and that appropriate isolation activities are carried out. We have now implemented a working from home policy for any employees showing any signs of a new and persistent cough or high fever for a period of 7 days. Any other new illnesses that fall outside of these symptoms are reported immediately to line management and the HR department to deal with further.

Working from home or alternative sites should the circumstances require it, we have ensured that our teams are able to continue to operate as normal in order to deliver our services to clients. The pandemic plan does not affect our ability to support our own internal infrastructure which is used to deliver our services to our clients. As a flexible organisation, all internal systems are accessible to our employees from remote locations. We have facilities to ensure all employees have the equipment needed, to work from alternative locations seamlessly.

In the event of a severe outbreak which causes large spread of the virus, there may be impact to scheduled project work where on-site resources are required. This is anticipated to be by mutual agreement as our customers would likely be suffering staff shortages themselves and therefore these will be reviewed and managed on a case by case basis. Cisilion will continue to work with their partners, clients and suppliers to ensure they have acceptable practices in place and to ensure visibility on any COVID-19 related issues.

3. Official Guidance Links

- [Government Response](#)
- [World Health Organisation](#)
- [NHS England](#)

Useful Contact Telephone Numbers

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