

# Infectious Diseases in the Workplace Policy

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## **Introduction**

A Bright Solution Ltd. has developed this policy on minimising the risk of infectious diseases spreading in the workplace through effective prevention and management.

The policy seeks to ensure that employees are aware of the issues relating to infectious diseases at work and provides guidelines for managers and others on minimising the risk of employees contracting diseases through work and on dealing with infections if contracted. Infectious diseases can be airborne (for example, meningitis or TB), blood borne (for example, hepatitis) and fecal oral borne (for example, gastroenteritis).

## **Business case**

Infectious diseases emerge and spread quickly across the world as a result of global travel and other interconnections. Workplaces are an effective incubator for disease, particularly if hygiene and infection control is poor or if employees go to work when sick.

Infectious diseases can have a potentially significant impact on the business. An employee off sick with a flu-related illness is typically absent for six days. As well as the direct costs of infection-related sickness absence, there are also indirect costs associated with lost productivity, damaged customer confidence and poor service levels.

## **Minimising the risk of disease transmission**

The organisation has a duty of care to maintain a healthy and safe working environment. This includes taking steps to minimise the risk of employees contracting an infectious disease from colleagues, customers or clients.

The organisation will promote awareness and understanding of the issues and concerns relating to the transmission of infectious diseases in the workplace, including risks associated with more serious infections such as CV-19, measles and mumps.

To this end, the organisation will provide authoritative information on the nature and spread of common infectious diseases, including how to identify the symptoms and signs and the procedures to be followed in the event of individual illness or an outbreak affecting a significant number of employees.

## **When employees have contracted infectious diseases**

Employees showing no symptoms of infectious disease will not be excluded from work, nor have their duties restricted, as long as they are physically and mentally fit for work and their continued attendance in the workplace does not present a significant risk of disease transmission to other employees, customers or clients.

Employees have a responsibility to minimise the risk of disease transmission to work colleagues, customers and clients and are expected to perform good hygiene control measures and use personal protective equipment where provided.

## **Immunisation/vaccination**

Any costs of vaccination should be met by the employee.

## **Standard hygiene practices at work**

The organisation will develop routine procedures for hygiene control, taking into account professional guidelines and advice from its external H&S Advisor (Walters EHS Services Ltd.), statutory bodies, such as the Department of Health and the Health Protection Agency.

The organisation will take steps to raise employees' awareness of these procedures through education, training materials and induction sessions.

Employees are encouraged to adopt effective hygiene practices.

## **Personal protective equipment**

Employees issued with personal protective equipment to minimise the risk of work-related infection should use it appropriately and clean their hands immediately after removing items such as gloves and facemasks.

## **Disease outbreak**

In the event of a disease outbreak affecting a significant number of employees, a working group of line managers and other designated individuals will be formed to monitor and coordinate activities to control the outbreak. The work of this group will include developing work rules in the event of an outbreak, including exclusions/restrictions from work and the reassignment of duties.

Line managers with support of HR department must ensure that personal data, including information about individuals' health, is handled in accordance with the organisation's GDPR policy.

Any government guidelines and new legislations will be strictly followed and a risk assessment and action plan will be produced following any outbreak of any disease or infections as A Bright Solution Ltd. is made aware.

## **Self-isolation**

In the event where the employee self-isolate as advised by medical expert, is currently in an affected area and is not allowed to travel back to the UK, SSP will be processed as normal.

If someone has symptoms, we expect everyone in their household to self-isolate for any recommended time provided by a medical professional. Those who live alone must self-isolate for any period deemed necessary by a medical professional. Different rules will apply for people in "at risk groups".

## **Statutory Sick Pay**

Where sickness absence is caused by infectious disease, Statutory Sick Pay (SSP) will apply as normal, whether employees self-isolate upon advice from medical professional or are physically infected.

The employee will receive SSP from day 4 onwards and will not include any non-working days or any days where a worker worked for more than a minute.

## **At-Risk Groups**

Where employees are identified as those at greater risk will be expected to attend work and a risk assessment carried out by A Bright Solution Ltd. to provide a safe environment for the worker. The temporary measure to allow Statutory Sick Pay (SSP) to be paid from day one has now been revoked by the government (2<sup>nd</sup> March 2022) and these groups will now be given statutory sick pay as normal (detailed above), if required.


## **Social Distancing**

Every home working request will need to be requested in writing, specifying any underlying reasons for it. The request will be reviewed at the absolute discretion of the Managing Directors or an elected Senior Manager only.

In line with Health & Safety requirements, we all have a responsibility to carry out all health and safety processes associated with the work & manage appropriate risks. At times the government advice might be for everyone to try and stop unnecessary contact with other people. This would mean avoiding busy commuting times on public transport and gatherings of people, whether in public, at work or at home. If necessary, A Bright Solution Ltd. might consider cancelling face-to-face events and meetings and rearranging to remote calling where possible, for example using video or conference calling technology.



Signed.....  
Mick Barrett  
Director  
8th August 2025



Signed.....  
Sam Pailor  
Director  
8th August 2025

