

# COVID-19 POLICY/PROCEDURE

External



MARQUES

Version 1.1  
Issue Date: 10 March 2020

## 1. OVERVIEW

- 1.1. The Coronavirus disease (COVID-19) has become a significant health risk globally affecting all aspects of life resulting in countries implementing unprecedented measures to ensure the well-being of its citizens.

## 2. LEXSYNERGY APPROACH

- 2.1. Lexsynergy has offices in three locations (United Kingdom (head office), South Africa and United States) and is monitoring the Government advisory warnings and recommendations in each location.

## 3. LEXSYNERGY MEASURES

- 3.1. The following measures have been undertaken across all locations:
  - 3.1.1. Alcohol disinfectants have been made available and all staff are encouraged to wash hands (with soap or sanitizer) throughout the day and to avoid contact with their face;
  - 3.1.2. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (37.8°C or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants);
  - 3.1.3. Employees who display symptoms of illness while at work should remove themselves from any co-working space and are instructed to work from home;
  - 3.1.4. The offices and toilets are routinely cleaned by professional cleaning staff;
  - 3.1.5. Employees are advised NOT to travel unless absolutely necessary;
  - 3.1.6. In the event that a member of staff has travelled overseas or outside of the office city, a 14 day self-isolation period is required whereby the employee is to work from home and not return to the office until this period has passed with no signs of any symptoms.
  - 3.1.7. Work related travel has been postponed until further notice and any meetings scheduled have been rescheduled as online meetings through Webex or Skype;
  - 3.1.8. Trial runs of work from home scenarios are being undertaken, with designated employees, to ensure continuity and minimal impact to any support services; and
  - 3.1.9. Employees have been asked, if possible, to maintain social distancing of at least 1 metre from anyone who is coughing or sneezing.

## **4. RISK**

- 4.1. Our three independent locations in three different countries allows our offices to run independently of one another and mitigates the risk of office closures due to the spread of the COVID-19.
- 4.2. Our business is routinely conducted online so we are well-positioned to cope with COVID-19.

## **5. CLIENT INFORMATION**

- 5.1. We are aware that clients and employees are concerned about COVID-19 and would like to mitigate risk and reduce the spread so if any additional questions remain regarding this policy please reach out to via one of the contact channels located at <https://www.lexsynergy.com/contact-lexsynergy>.