


Transmissible Diseases Policy

Title	Transmissible Diseases Policy				
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Reason for Amendment	New policy to replace Covid rules but capture key safety management processes				

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1 Purpose

To ensure that **phs** manage transmissible diseases in the workplace to prevent illness.

2 Responsibilities

Diseases are spread from one person to another by germs and pathogens in the air or where they land on hard surfaces. To prevent the spread of diseases, each site manager is responsible for ensuring their site is safe and hygienic.

3 Policy

3.1 When you have a communicable disease

Many colleagues will attend work without knowledge of their disease (asymptomatic) or when they are feeling generally well but have minor symptoms. This is permitted.

3.2 Mitigating the spread of communicable diseases

To help keep everyone safe, **phs** will ensure the following:

- **phs** will supply cleaning equipment for colleagues to manage their own workstation
- Large offices will be cleaned 3 times per day
- Fresh air systems will be switched on and in use where available. This includes Aeramax units, air conditioning units, fresh air ventilation systems or regularly opening windows to encourage air flow
- Masks will be supplied on request
- Contractor controls will be in place

3.3 Colleagues attending work with a communicable disease

phs aim is to ensure colleagues can attend work safely. They should consider their own health and the health of those around them. If a colleague is unwell, they shouldn't attend work. If they do attend work, they should take colleagues concerns seriously and discuss their illness with their line manager.

- If a colleague is unwell and cannot attend work, they should follow the Sickness Absence policy
- If a colleague has not been vaccinated against a disease and there is a vaccination program available **phs** strongly encourages them to get vaccinated
- If colleagues are coughing or sneezing, they should be considerate and cover their mouth and nose or cough/sneeze into their inner elbow
- Colleagues should ensure they dispose of anything used to catch a cough/sneeze in an appropriate manner
- Colleagues should clean their workstation regularly throughout the day with equipment supplied at their location (this also applies to vehicle/customer facing teams)
- Colleagues must follow customer rules on transmissible diseases and consider that they may be stopped from entering customer premises, which may constitute an absence from **phs**.

3.4 Vulnerable or susceptible groups

It is up to any individual who is susceptible or vulnerable to transmissible diseases to discuss this with their line manager. Reasonable adjustments can be made including:

- Provision of a workstation beside windows that open
- Provision of cleaning equipment specifically for the individual's workstation
- Provision of face masks (if required)
- The option to participate in 'hybrid' working

This list is not exhaustive and should be agreed with your line manager.

3.5 Vaccinations

phs supports vaccination programs and encourages all colleagues to get vaccinations, as recommended by your Government Health Board. **phs** Managers will allow colleagues time from their workday to attend vaccination appointments for any transmissible diseases.

3.6 Contractor management

Contractors are requested to complete a pre-entry health questionnaire (Contractor/Visitor Safety Check for Transmissible Diseases), before being given access to site. This ensures that anyone working at **phs**, who is not included within **phs** policies, are acting responsibly.

Thermometers are available at all sites and contractors can be requested to undergo a temperature test at their hosts discretion. Temperature checks should be recorded on the pre-entry health questionnaire. Anyone with a temperature over 37.8°C will not be admitted to site.

3.7 Following national guidance

If there are pandemics or endemics with Government guidance, **phs** will review the national guidance and produce policies to ensure people are kept safe. These will be released through the business continuity planning system.

4 Scope

This policy is applicable to **phs** Group in the United Kingdom, Republic of Ireland and Spain.

5 Interaction with other policies/supporting documents

[Sickness Absence policy](#)

Contractor/Visitor Safety Check for Transmissible Diseases