

FutureGov - Preparedness Policy for COVID-19

This policy sets out guidance for all FutureGov staff in relation to the novel coronavirus COVID-19 and the potential impact it could have on the business.

In putting this policy together, we've taken guidance from Public Health England and consultation with The Panoply. Please be assured that the management team is monitoring the official guidance on a daily basis and we'll be updating our plans accordingly.

We will alert you to any changes to this policy.

FG Covid-19 Policy update - 11 March

This update to our Covid-19 Policy has been taken as a result of our continued monitoring of the situation. Whilst we continue to follow government guidance, in the interests of our employee wellbeing we are taking the decision to increase our precautionary measures.

These changes come into effect from Thursday 12 March (please do not come into the office tomorrow). We will review this each week and notify you of any changes but we anticipate this will be in force for at least the next two weeks.

If you want to discuss any of this, your concerns or worries then please reach out to any of the management team (Matt, Dom, Susan, Rob, Jen, Stuart, Ben) who will do their best to answer any questions you may have.

It is especially important if you're immunocompromised or a carer for someone who is, to please discuss this with Rob.

Remote working

All FutureGov employees and contractors should work from home and/or client sites. This means that if you are not required or planning to work from a client site then you should work from home and not come into the FG office.

Please check in with your Project Director for latest contingency plans regarding your projects.

By default all internal FutureGov meetings (including communities of practice and team meetings) should be held remotely and we are temporarily stopping the policy to come into the FutureGov office on a Thursday.

Any meeting rooms that were booked in the office space over the next two weeks will be cancelled by Alex.

Events and travel

We will not be sending FutureGov staff to any events and we are withdrawing from planned events. If you are due to attend an event in the next two weeks, please speak to Matt or Susan.

Please do not make any unnecessary travel. If you have any pre-paid hotels, trains etc. that are no longer needed as a result of this change - please contact Alex Rowberry who can cancel them.

Building access

Whilst the Runway East Building remains open, please assume that the FutureGov office is in effect temporarily closed. This also applies to our office space in Sheffield and Manchester.

If you need to collect personal items from the office this week please let Matt know and this will be arranged.

---- end of changes ---

Personal preparedness

All team members should be prepared for the closure of FutureGov offices without notice. This means ensuring we have the equipment needed (laptop, charger, back-up disc, etc) to work from home for at least two weeks with us at all times. In practice, this means no such equipment should be left in the FG office until further notice.

Team members should ensure that their home working arrangements are fully functional, enabling us to work from home effectively (internet access, working environment, etc). If you think you have any issues with this, please speak to Susan immediately.

If you're travelling away from home for more than a day, you need to take this equipment with you in the unlikely event of being unable to return home due to government-enforced travel restrictions.

If we have to close the office, this decision will be taken by the Managing Director and communicated to all staff on the #general Slack channel. Line managers will be responsible for ensuring all team members are aware if this decision is made.

Travel

All team members should be aware of the government's latest advice relating to travel and the coronavirus. If you've been to any areas affected by the coronavirus, as listed on the government website, please follow the official advice and make your line manager aware:

<https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public>.

We'll be pragmatic in the event of a team member needing to self-isolate due to the coronavirus and will support team members on a case-by-case basis.

All business travel outside the UK should be discussed and agreed with the MD and COO before bookings are made until further notice.

Sickness

If you feel ill, whether related to the coronavirus or not, please stay at home.

Travelling into the office risks spreading germs among the team. If you feel well enough to work, please work from home. If you don't feel well enough to work, you need to take sick leave.

Normal processes for sickness reporting, pay and management will continue to apply. If you're sick, you must:

- phone to speak to a manager by 10 am on the day you're sick

- Inform your project teams
- record all sick days on Charlie HR

Pre-existing conditions

If you have an underlying health issue and are concerned about any of this, please speak to your line manager or any of the management team.

Should you feel sick in the office

If you start to feel sick in the office, please follow these steps:

1. Speak to a member of the management team. We have a management rota to ensure that one member of the management team is in the office each day. Please speak to them immediately.
2. If you have a fever and are showing other symptoms, we will isolate you in the FG meeting room and contact NHS 111 for guidance and advice.

This is following PHE advice. You **should not** immediately go home.

Clients and projects

We'll continue to deliver client projects as normal.

However, we've identified five circumstances where this may not be possible and we might have to make changes to minimise the impact on project delivery.

a) Closure of FutureGov offices

If we need to fully close the FutureGov offices, we'll continue project delivery as normal where possible and move to full home working.

Please make sure that all of your contact data is updated in Charlie HR, including your mobile number and next of kin, in the event that we need to contact you or your family.

b) Closure of client sites

We'll work with each client to understand their contingency plans in relation to the coronavirus. Specifically, we'll work with our day-to-day contacts to ensure they're able to continue working with us in the event of being unable to access their normal place of work.

Where we're doing active projects during the next eight weeks, we'll undertake business continuity tests to ensure clients are able to adequately access shared collaboration tools like Slack and other systems from their alternative workplaces (home, other offices, etc).

c) Travel restrictions impeding face-to-face working

We'll do a rolling, two-week forward review of all planned on-site activities to identify how these could be run remotely should it be necessary to restrict travel or in the event of client site closure.

Where necessary, preparatory steps will be taken that will enable us to action contingency plans immediately. Such measures would likely include delivery of workshops over Slack and Hangouts using remote collaboration tools. Planned workshops / interviews / etc would only be cancelled as a last resort, as this will have a knock-on effect to overall delivery plans.

d) Higher than normal sickness among FutureGov team members

This might happen in extreme circumstances. We'll monitor sickness levels each day. In the event of escalating sickness, the management team will review and make decisions on prioritisation of resources to maintaining client sites and project delivery as best we can.

e) Client unavailable for an extended period due to illness or inaccessible isolation

We'll plan with each client for this situation and take prior mitigating steps specific to the type of work we're doing with them (foundations, build, ongoing support, etc). Our priority will be to maintain delivery of client service as effectively as possible in these circumstances, while not compromising the quality of work and the overall project.

[Please see Version 2, published 17 March.](#)