

## **CORONAVIRUS AND OUR WORKFORCE – THREE DRAGONS POLICIES**

Three Dragons has put arrangements in place to ensure that all our team members can work from home.

Team members are not required to visit clients or potential development sites.

We have put in place weekly full team meetings to discuss work progress and share any problems associated with home working.

We talk to team members regularly to check on their health and wellbeing

We have stressed the importance of looking after one's mental and physical health, for instance by taking regular holidays (when other team members will cover for the person on leave), building regular exercise into their daily and weekly routine and maintaining social and family contacts by whatever means possible.

We have alerted team members to [mental health support from Mind](#)

### **Working with display screen equipment**

Three Dragons recognises that for those people who are working at home on a long-term basis, the risks associated with [using display screen equipment \(DSE\)](#) must be controlled.

Team members have been provided with advice on completing a work station assessment at home ([workstation checklist \(PDF\)- Portable Document Format](#))

Three Dragons follows HSE advice and recommends that team members should

- break up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity. Where possible we do not allow online meetings to proceed for longer than one hour and we do not schedule back to back online meetings or phone calls without allowing time for people to stretch their legs and change posture
- avoid awkward, static postures by regularly changing position
- get up and move or do stretching exercises.
- avoid eye fatigue by changing focus or blinking from time to time
- Keep personal DSE arrangements under review

### **Coronavirus protocols**

Three Dragons requires that all team members when engaged on work for Three Dragons should comply with up to date government guidance on travel, social distancing, use of face coverings, self-isolating if unwell and any other government guidance on coronavirus which may be issued.

### **Financial matters**

Three Dragons has continued to pay team members as usual.

### **Review period**

This policy will be kept under regular review (minimum 3 monthly) and will be kept up to date in line with government guidance on work and coronavirus.

Updated August 2021