



Advice to Employers regarding increase in confirmed Swine Flu cases.

As the number of confirmed cases of Swine flu continue to increase ask yourself the question:

How would your business cope with up to 50% of your employees absent?

There are steps that you can take that will give you the peace of mind of knowing that your company can recover from Swine Flu when your employees do.

Now:

- Plan to maximise home working – limit face to face contact as much as possible
- If you deal face to face with your customers – consider increasing on-line transactions or self-service model
- Plan how you will run on skeleton staff
- Decide what tasks are essential and what can be done later
- **MULTISKILLING** – train staff **NOW** to do each other's roles
- Put in procedures that allow staff to handover to each other effectively if they are not there to do it in person

In the event of a Pandemic:

- Communicate with staff – keep them informed of the procedures and what needs to be done and what can be left
- Advise staff that if they have symptoms such as fever, cough, sore throat, muscle aches and conjunctivitis to **STAY AT HOME**
- Keep up to date with the latest information on www.dh.gov.uk

GMA News

It has been an exciting time at GMA Consultants recently with the launch of our new brand image and website. Please take a look at www.gmaconsultants.co.uk

We are pleased to announce that we are now able to provide clients with a full range of **payroll** services, so as to take another burden away from you! Please contact us for more information.

Why not take advantage of our FREE, no obligation health check on your HR policies and procedures? We will be happy to come into your premises and advise you on how well covered you and your employees are by the procedures you currently have in place. We will provide you with a clear action plan as to any changes that your business would benefit from.

We hope that you have found this second edition useful and thought provoking! If you would like to discuss any of our services further we would be happy to hear from you.

Gemma

