



COVID-19 Policy Statement

As coronavirus (also known as COVID-19) continues to spread, we would like to explain how we are responding to the global health crisis, based on the recommendations of the Government guidelines issued.

Symptoms of Covid-19:

- A dry cough
- A high temperature
- Shortness of breath
- Lost of smell or taste.

But these symptoms do not necessarily mean that you have the illness. The symptoms are similar to other illnesses that are much more common, such as a cold and the flu.

If an employee or a site visitor has symptoms, we are advising that they do **not** attend work. They are advised to visit 111.nhs.uk website where they can get further medical advice and to contact the NHS for a test if they are eligible. No one who has symptoms of COVID-19 should go to their doctor or a hospital to prevent infections from spreading.

How Covid-19 is spread:

This is a very recent new respiratory virus which spreads primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. If an infected person has droplets on their hands then they could pass the infected droplets to another person through touch such as shaking hands.

What are we doing to reduce infections spreading:

We have implemented procedures whereby hands are washed thoroughly with soap and water. In particular; after going to the toilet, before eating or handling food, and on arrival at work or home. We are also providing hand sanitiser dispensers and all our entrances/exits and spread throughout the work area. We have also issued our engineers with personal sanitisers so that they can use these when away from the unit and are able to before/after entry to their vehicles.

In addition, we are ensuring that our staff:

- Where possible our office staff are working from home.
- Covering their mouth and nose with a tissue or sleeve (not your hands) when they cough or sneeze.
- Put any used tissues in the bin straight away and wash their hands immediately after handling used tissues.
- Try to avoid touching their eyes, nose or mouth if they have not washed their hands recently.
- Try to avoid close contact with people who are unwell.
- Where practicable we have 2m social distancing in place.
- We will be introducing one-way system around our unit where possible.

- There will be barriers put in place where practical.
- We are staggering start/finish times to reduce areas of congestion, along with lunch breaks.
- Where this is not viable then we have established working cohorts (small work teams) so less contact is made. We also, encourage our staff not to work face to face, rather to work side by side or back to back where possible. Face to Face contact will aim to be less than 15 minutes where practical and to wear face coverings.

We are encouraging the use of digital and remote transfers of documents and materials where viable.

Self-Isolation:

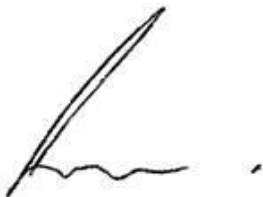
The employee may be given medical advice to self-isolate if they have certain symptoms. They maybe self-isolating in some circumstances in which they have no symptoms, including if they have:

- Been in contact with a confirmed Covid-19 carrier, or
- Recently travelled to a restricted area.

Do not travel abroad unless it's essential.

When you return to the UK: protect yourself and others by following the government advice.

Paul Osborn



Director

5.6.20