



## Coronavirus (COVID-19) Company Policy

### Policy Brief and Purpose

This Company Policy includes the measures that we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow the guidelines below diligently, to sustain a healthy and safe workplace during this unique situation. It is important that we all respond responsibly and transparently to these health precautions, together with our assurance that we are doing everything reasonably practicable to ensure the safety of yourselves and the general public.

This Coronavirus (COVID-19) Company Policy may be amended by the introduction of additional governmental guidelines. If so, we will update you of any changes as soon as possible.

We include an appendix to this policy which sets out the hierarchy of risk and identifies the company's risk control measures.

### Scope

This Coronavirus Policy applies to all our employees who work in our office(s) and on our sites. We strongly recommend that our remote working personnel read the guidelines of this Policy in order that we collectively and uniformly respond to this challenge.

### Policy Elements

The following paragraphs outline the actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

### Sick Leave Arrangements

If you feel poorly or display any cold symptoms, such as cough, sneezing or fever, you must inform your Line Manager and/or HR to request sick leave or work from home.

- If you have a positive COVID-19 prognosis, you can return to the office *only after* you have fully recovered verified by with a Doctor's note.

### Work from Home Requests

- If you are feeling ill, but you can work, you can request to work from home.
- If you have recently returned from an area with a high number of COVID-19 cases, we will ask you to work from home for 14 calendar days and return to the office **only** if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request to work from home. You will also be asked not to come into work during this time and to self-isolate for 14 days.
- If you are a parent and have to stay at home to look after your children, you can request to work from home. Liaise with your Manager to make arrangements and set expectations.



- If you need to provide care to a family member infected by COVID-19, you can request to work from home. You will only be permitted to return to the office 14 calendar days after your family member has fully recovered, if you are asymptomatic or you have a valid doctor's note.

### Travelling/Commuting Measures

- Virtual Meetings should be undertaken wherever possible, especially with third parties (e.g. Interviewees, Councils and Clients).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- No more than two people should occupy a vehicle at any one time and the journey should be shared with the same individual.
- Good ventilation must be maintained within the vehicle, which must be regularly cleaned using gloves and standard cleaning products, especially door handles, steering wheel and other surfaces touched by the driver or passenger.

### General Hygiene Rules

- Wash your hands regularly and definitely after using the toilet, before eating and if you cough/sneeze into your hands ([follow the NHS 20-second hand washing rule](#)). You can also use the sanitisers supplied by the company.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent infection.
- If you find yourself coughing/sneezing on a regular basis, avoid close contact with your co-workers, do not come into work and request sick leave.
- If face to face contact is unavoidable for whatever reason, it should be no longer than 15 minutes maximum ([as per the Government's social distancing guidelines](#)).

### Offices Rules

- All visitors and staff to wash their hands for 20 seconds as soon as entering, prior to leaving offices and after using any equipment (or use the hand sanitiser provided).
- Regularly clean common contact surfaces in reception areas, offices, telephone handsets, desks and cutlery/mugs etc.
- All visitors and staff to have temperature checked upon arrival at reception.
- Only one person at a time to use the lift at Potters Bar Head Office.
- All staff who can work from home must do so, to minimise the number of people within the office.
- The 2-metre social distancing rule to be always be adhered to.
- Meetings to be held using the available software products i.e. Team Viewer, Skype etc.
- Reduce the number of people in attendance at training courses, such as site and company inductions.
- Allow regular breaks to wash hands and clean equipment.
- Ensure adequate supplies of soap and water.
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.
- All non-essential visitors should be prevented from entering offices.
- Appropriate signage in relation to social distancing and hygiene should be displayed in offices.



## Site Rules

- Use mechanical aids (where possible) to reduce the necessity for two-person lifts.
- Materials which are normally transported by Pick-ups/Vans to be delivered by Grab lorry or vehicle with a fitted Hiab.
- No more than two people in a vehicle at any one time and the journey must be shared with the same individual.
- Prevent the swapping of team members whenever possible.
- Good ventilation must be maintained within the vehicle, which must be regularly cleaned using gloves and standard cleaning products, especially door handles, steering wheel and other surfaces touched by the driver or passenger.
- Minimise the frequency and time that workers may be within 2 metres of each other.
- Minimise the number of workers involved in tasks.
- Workers to work side-by-side rather than face-to-face.
- If face to face contact is unavoidable for whatever reason, it should be no longer than less than 15 minutes ([as per the Government's social distancing guidelines](#))
- Reduce/eliminate work activities that bring employees within 2 metres of each other.
- All non-essential visitors should be prevented from entering site.
- Appropriate signage in relation to social distancing and hygiene should be displayed on site.
- Regular monitoring of social distancing measures.
- Regulate working patterns to avoid increased number of employees in one area.

Signature... *Stuart Wiltshire*..... Date: 7<sup>th</sup> May 2020

**Stuart Wiltshire**

**Managing Director**



## Appendix

# Hierarchy of Control for Covid-19

### Eliminate:

- Unwell worker with symptoms should not travel or attend the workplace.
- No more than two people in a vehicle at any one time and the journey must be shared with the same individual at all times.
- Face to face meetings should always be avoided where practicable. Where possible then automated options should be considered i.e. Team Viewer, Skype etc.

### Reduce:

- Minimise the number of workers involved in a task.
- Prevent swapping team members around.
- Reduce work activities where practicable that bring employees within 2 metres of each other.
- Reduce the number of people in attendance at site and company inductions.
- All non-essential visitors should be prevented from entering sites and offices.
- All employees who can work from home must do so.

### Isolate:

- Those with Covid-19 symptoms to isolate at home for at least 7 days.
- Traveling to work should only be undertaken by the same two people (including the driver) a safe distance can be kept.
- No person to enter another person's vehicle during rest/break periods.
  - Where practicable a 2-metre barrier system should be implemented within a site.
- Keep team sizes to a minimum.
- Lifts in buildings only to be used by 1 person at a time.

### Control:

- Regular review of social distancing measures.
- Regulate working patterns to avoid increased number of employees in one area.
- Materials which are normally carried in the back of Pick-ups/Vans to be delivered by Grab lorry or a vehicle with a fitted Hiab.
- Good ventilation to be always maintained within vehicle and offices.
- Regularly clean common touch points, doors, buttons, door handles, vehicle cabs, tools, equipment, steering wheel and other regularly touched surfaces.
- Wash hands for 20 seconds as soon as entering and prior to leaving offices and after using any equipment.
- Ensure adequate supplies of soap, water.
- Provide hand sanitizer (minimum 60% alcohol based) where hand washing facilities are unavailable.
- Appropriate signage in relation to social distancing and hygiene should be displayed both in offices and on site.
- You should plan work to minimise contact between workers and avoid skin-to-skin and face-to-face contact. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.



**PPE:**

- Face covering to be worn where 2-metre guidance cannot be adhered to.
- Reusable PPE should be thoroughly cleaned after use.
- Avoid sharing PPE.
- Single use PPE to be disposed of immediately after use.
- Overalls/work clothes should be regularly washed.
- Individuals PPE should be kept separate to another colleagues PPE.

**Behaviours:**

The above measures are not an exhaustive list, every effort must be made to ensure we minimise the risk of spreading the infection. We rely on everyone in the company to take responsibility for their own actions and behaviours.

Please help us to stay safe, protect the NHS and to save lives.