

COVID-19 Policy

Streets Heaver Computer Systems Ltd accepts its responsibilities for premises & sites operating during the Coronavirus Covid-19 pandemic and the need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This policy is intended to introduce consistent measures in premises and sites of all sizes in line with the Government's recommendations on social distancing.

These are exceptional circumstances and we will comply with the latest Government advice on Coronavirus at all times.

The Management have at the first instance carefully looked at the business and enabled all those who can and who should work from home to do so. Where this has not been possible, the business has undertaken a risk assessment to make the working environment as safe as it possible and to follow the Government's guidance on Corona Virus. A risk assessment has been undertaken prior to any business activities resuming, a copy of this has been shared with all staff and is also available on our website.

The health and safety requirements of any business activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Managers should remind the workforce at every opportunity of the Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If we are not consistently implementing the measures set out below at our premises, it may be required to shut down.

This policy will be reviewed *annually* and revised as necessary in response to changes in legislation or guidance on methods of working. Employee's, contractors, suppliers, and consultants are all required to cooperate with us in making this policy work.

Paul Heaver

Managing Director

Date 03/09/2020

Please see the following pages for further information on the procedures we have put in place to operate safely during the Coronavirus pandemic

Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature or a new persistent cough, or other Covid 19 symptoms - follow the NHS guidance on self-isolation
- Is classed as a vulnerable person by the latest government guidelines and/or on the advice of a doctor.
- Is living with someone in self-isolation
- Has returned from a country (or an area) with high level of Covid infection (may need to self-isolate for 14 days prior to returning to the site)

Procedure if Someone Falls Ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Should a worker or a member of their household test positive for Coronavirus, or receive a call via contact and trace then they must inform a member of the Streets Heaver Executive Team as soon as possible. They are not to go to the offices till informed otherwise. Streets Heaver will then introduce steps to inform workers and put into action the latest governments guidelines for such an occurrence.

Travel to Work

Wherever possible workers should travel to site alone using their own transport and sites need to consider:

- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available

Building Access Points

- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Require all workers to wash or clean their hands before entering or leaving the site
- Allow plenty of space (two metres) between people waiting to enter site

Hand Washing

- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Wash hands before and after using the facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Eating Arrangements

Dedicated eating areas should be identified on site to reduce food waste and contamination

- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home and should bring in their own crockery, eating utensils, cups etc.
- Workers should sit 1+ metre apart (2 meters if facing each other) and avoid all contact
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned daily

Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

General Principles

- Non-essential physical work that requires close contact between workers should not be carried out
- Plan all other work to minimise contact between workers
- Workstations & Desks rearranged to comply with the current government guidelines
- Stairs should be used in preference to lifts
- Increase ventilation in enclosed spaces

Meetings

- Virtual meetings if possible in the first instance
- Only absolutely necessary meeting participants should attend
- Attendees should be a safe distance from each other as per latest government guidelines
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.

Cleaning

- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
 - Taps and washing facilities
 - Toilet flush and seats
 - Door handles and push plates
 - Hand rails on staircases and corridors
 - Lift controls
 - Equipment controls
 - Food preparation and eating surfaces
 - Shared office equipment
- Rubbish should be emptied daily.