

## Coronavirus COVID – 19

### Contingency Plan

Employers and employees alike are understandably nervous following the daily headlines tracking the spread of Covid – 19. We need to be vigilant and observe the government guidelines and subsequent Birdsall procedures.

Every cough heard in the office, or on the commute in, will heighten concerns among employees, however unlikely it is that the Wuhan coronavirus is the cause. We need to give thought to the practical impact this could have on their workplace and plan accordingly.

At this stage we need to ensure we minimise potential disruption to our business continuity, but also make sure we are seen to protect staff and clients from a health and safety perspective.

#### Our Day to day Operations and simple precautions we are putting in place:

- Restrict travel on public transport and the use of taxis.
- Restrict using public areas such as Cafes and restaurants.
- Reduce contact and the use of hand shaking and greeting hugs.
- Engineers to use face masks and protective gloves when working on sites and entering buildings for extra protection
- Wash hands at every opportunity.
- Review daily affected locations and sites that Birdsall maintain and service.
- Before sending an engineer to site – check situation with the client.
- Consider only essential critical servicing as required and risk.
- Suppliers to wash their hands on arriving before signing any document and to wash again on leaving the premises.
- Consider reducing or limit number of deliveries.
- In the event of customers suspected of having Coronavirus, only vital critical servicing to be considered and risk evaluation carried out.
- If any of our engineers or staff contract the Virus, we will advise all sites they have worked on in the last 72 hrs.
- In the event of engineers or other members of staff being affected by suspected Coronavirus symptoms – a cough, a high temperature and shortness of breath, they will self-isolate for 7 days and either call NHS 111 or go onto the following link for advice:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/> Do not attend your GP or a hospital,
- Office to have a thorough clean of all services, should suspected staff member be affected. and risk to be evaluated.
- Office Staff to be set up to work from home as and where we can.
- Staff and Engineers to follow rules at restaurants, pubs, cafes, coffee shops.
- Provide your own drinks and food wherever possible.
- Keep clients informed of Birdsall response to any suspicion of Coronavirus that will affect them.

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- Reduce Customer contact as much as possible
- Review Service & Maintenance visits and reduce number of visits wherever possible.

**Advice on what to do if an employee falls ill outside work with suspected coronavirus**

- Stay at home, call NHS 111 and follow their advice.
- Report it to your line manager who should escalate to the HR Team.
- Arrange a Covid – 19 test and pass results onto HR.
- We need to ensure we have a comprehensive record of all suspected contacts.

We will continue to review this plan and advise our staff and customers our precautions and steps to take.

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