



Covid 19 Policy Statement 2021 Version 01

18th December 2020

BFES is closely monitoring the ongoing coronavirus (COVID-19) situation and taking prudent measures regarding the safety and well-being of its employees, contractors and associated clients to restrict the risk posed by COVID-19. Our response is being managed by the managing director. We are updating our policies in line with government advice and taking additional precautions where appropriate. All employees are receiving updated guidance as new information arises.

Hygiene

We have enhanced hygiene requirements at the office and in company vehicles and are providing information and advice to employees. The office has been provided with hand sanitisers (alcohol-based sanitiser >60%) to keep at the main entrance, in the kitchen and the workshop. Specific guidance regarding hand hygiene has been communicated to all employees and includes:

- thorough hand washing with soap and hot water for at least 20 seconds, including when you start and finish work, after working with dirt, dust or chemical substances, after using the toilet, before eating or handling food, after coughing or sneezing, before applying make-up, and before and after smoking.

Employees and visitors to the office are also reminded to avoid physical contact when greeting each other.

Social Distancing

All BFES activities, including operations at customer premises must follow the relevant government advice on social distancing. This includes, but may not be limited to:

1. Keeping a minimum distance of 2 metres from other people
2. Avoiding contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough
3. Avoiding non-essential use of public transport where possible
4. Avoiding gatherings of more than two people by staggering rest and meal breaks
5. Prevention of employees travelling together in the same vehicle unless social distancing can be maintained.

Working from home

BFES has produced guidance for homeworking, which has been distributed to all employees and will provide support where homeworking is considered appropriate. We have well-established means of electronic communication to keep our workforce connected and working as normal, e.g., Microsoft Teams, Skype, email and conference calls.

Travel, meetings and working on client's sites

BFES is keeping employees up to date with relevant travel restrictions issued by the authorities. Employees are advised to restrict face-to-face meetings and use video and teleconference options whenever feasible particularly with clients. If meetings are essential, take the necessary precautions and follow government advice. Where work is continuing at client's sites it is vital to adhere to government guidance relating to social distancing and hygiene procedures.

Clean desk policy

Where homeworking is not possible, individual employees are responsible for keeping their work areas clean and tidy. Workstations must be cleaned and left in a hygienic state at the end of every day, i.e., cleaning them with cleaning products. Additional cleaning materials have been made available.



Enhanced cleaning protocols and decontamination of premises

The offices, and works vehicles, will be consistently cleaned. Employees have been provided with protocols, effective cleaning supplies and suitable PPE.

Self-isolation

Following government guidance, any employee exhibiting symptoms of coronavirus, however mild, will self-isolate for 7 days. If the employee lives with someone showing symptoms, they must stay at remain at home for 14 days from the day the person displayed symptoms. Coronavirus symptoms include a high temperature or a new, continuous cough. Because testing is not available for all suspected cases, we will treat every self-isolation as an assumed COVID-19 incident. The following protocol will be applied to anyone self-isolating:

The employee will notify the managing director and provide details about their recent (last 72 hours) business-related movements, including who they have been in contact with and which surfaces (e.g., workstations, shared office space, vehicles, equipment, etc.) they contacted.

Mental health support

BFES acknowledges that this may be a challenging time for many of its employees; so, it has measures in place to support individuals through the duration of the COVID-19 pandemic. Employees are also signposted to external support services.

Contracting the virus

If, at any point you develop symptoms you should contact 119 and follow the advice provided. You should keep us updated as to your condition. If it is confirmed that you have contracted coronavirus, your time off work will be treated in the same way as any other sickness absence. You must comply with our normal rules on sickness notification.

Please refer to the NHS Website for further up to date information:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

World Health Organisation on steps to dealing with coronavirus:

<https://www.who.int/news/item/23-03-2020-pass-the-message-five-steps-to-kicking-out-coronavirus>

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