

## ENVISION INTELLIGENT SOLUTIONS LIMITED

### CORONAVIRUS (COVID-19) PANDEMIC POLICY (METHOD STATEMENT) & RISK ASSESSMENT (SECURE PHASE) FOR EMPLOYEES

#### Instruction to ALL Employees

There is a 14 day incubation period before it can be assumed that you are not infected with the Coronavirus.

Precautionary measures include washing your hands with soap and water frequently, do not touch your face – particularly your eyes and mouth, cough or sneeze into a tissue or your sleeve. If you experience flu-like symptoms - fever, lethargy (a feeling of tiredness), sore throat, new continuous cough and/or vomiting, diarrhoea, loss/change in your normal sense of smell or taste – **STAY HOME do not go to the surgery to report your illness** and ring 111 or 112 for advice and/or testing. Follow the advice of the medical services but drink plenty of fluids (particularly those with electrolytes).

Important: If you experience shortness of breath, or cannot breathe properly, call 111 or 112 depending on the severity – immediately. There have been cases of pneumonia resulting from complications with Coronavirus (but normal flu itself does not cause pneumonia).

In-line with the Northern Ireland government instructions, all employees that can work from home must stay at home and work from home. This is crucial in controlling the spread of the illness to large numbers of the population. Further, should a family member become ill, he or she should be isolated from the rest of the family with one healthy member "assigned" to care for the individual. Only go out for food supplies and exercise once a day either alone or with one other member of your household abiding by the 2M segregation rule with others.

**For operations in England only**, the UK government guidance has changed in respect of only going out for food or exercise. With some businesses re-opening and a small relaxation on the exercise rules, the guidance is now as follows: **Note however in Scotland, Wales and Northern Ireland these relaxations as below DO NOT apply at this time.**

- a) there is no longer a time restriction on exercising. You can exercise as many times a day as they wish;
- b) unlimited exercise is allowed with up to one person from outside of your household. This means that team sports are only permitted with members of your own household but tennis in a park where a minimum of 2M separation can always be maintained is possible;
- c) you may drive to outdoor open spaces irrespective of distance so long as social distancing guidelines are maintained;

Any employee planning to travel to any country outside of work, must inform their Line Manager in advance and we will agree a plan for managing this. **This will normally be that the employee must self isolate for a minimum of 14 days on their return to the UK.**

Travel to and from most countries is still not advised or impossible due to those countries that have closed their borders but travellers to neighbouring countries also need to be cautious. Travel restriction will not apply to and from France and Southern Ireland but the Company has **NOT** excluded these from the requirement to be reported to the Company as above. The European Centre for Disease Prevention and Control keeps an up-to-date record of countries affected.

## ENVISION INTELLIGENT SOLUTIONS LIMITED

### CORONAVIRUS (COVID-19) PANDEMIC POLICY (METHOD STATEMENT) & RISK ASSESSMENT (SECURE PHASE) FOR EMPLOYEES

#### Company Offices

The following must be adhered to:

- A) Face-to-face meetings must be limited and the 2M separation rule observed;
- B) Windows and doors should be opened where practicable;
- C) Undertake regular cleaning of door handles, coffee machines and other equipment wherein it's use is NOT limited to one person.

Wherever practicable, the Company will:

- 1. limit contact between workers by introducing rotas that stagger start times and split people into smaller, contained teams;
- 2. regularly clean frequently touched surfaces, including door handles and lift buttons, workplace bathrooms, kitchens and tea points;
- 3. expand car parking, bicycle storage and changing facilities;
- 4. introduce more entrance and exit points;
- 5. increase ventilation by opening doors and windows;
- 6. use extractor fans to increase ventilation and reduce the risk of spreading the virus.

#### Additional Instruction to Engineers

At the time of publication of this Policy, security systems engineers are not classified as “Key Workers”. For Fire Alarm engineers, there is revised guidance from the FIA indicating that this group is classified as key workers. In addition to the “Precautionary Measures” above for all employees, engineers must:

- 1. Observe the 2M separation rule when travelling and at a client's site this includes avoiding working in small rooms within 2m meters of each other, 1 operative per small room;
- 2. If travelling by public transport (**this should be avoided wherever possible**), you must wear a face covering (can be a mask or such as a scarf that covers your mouth and nose);
- 3. Travel to sites by a vehicle must be by yourself i.e. no car shares (unless both are from the same household) or use of public transport;
- 4. Limit works done in pairs unless from the same household;
- 5. Not undertake activities that require gatherings of more than 2 people;
- 6. Breaks must be taken at normal intervals but strictly following the 2M isolation rule of others;

## ENVISION INTELLIGENT SOLUTIONS LIMITED

### CORONAVIRUS (COVID-19) PANDEMIC POLICY (METHOD STATEMENT) & RISK ASSESSMENT (SECURE PHASE) FOR EMPLOYEES

7. **In cases where social distancing of 2M cannot always be guaranteed (e.g. on a customer's site where there are more than one other person present), always wear face mask as follows:**
  - 7.1 Before putting on a mask, clean hands with alcohol-based hand rub or soap and water;
  - 7.2 Cover mouth and nose with mask and make sure there are no gaps between your face and the mask;
  - 7.3 Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water;
  - 7.4 Replace the mask with a new one as soon as it is damp and do not re-use single-use masks;
  - 7.5 To remove the mask: remove it from behind (do not touch the front of mask), discard immediately in a closed bin (or seal in a plastic bag and remove from site if closed bin not available and dispose in closed bin at home or Company offices); clean hands with alcohol-based hand rub or soap and water.
8. Use of ladders or step ladders where footing of the equipment is required is not permitted (unless performed by a member of same household).
9. Limited use of access equipment and any other equipment/tools to yourself and sanitise after use. Remove all equipment to Company vehicle when use of such is finished or at the completion of the day's work.

#### **RIDDOR Reporting**

In line with the HSE published revised guidance under Corvid-19, the Company will only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- a worker has been diagnosed as having coronavirus and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

## ENVISION INTELLIGENT SOLUTIONS LIMITED

### CORONAVIRUS (COVID-19) PANDEMIC POLICY (METHOD STATEMENT) & RISK ASSESSMENT (SECURE PHASE) FOR EMPLOYEES

#### Continuity of Service

The Company has sufficient personnel and approved sub-contractors who work in at different client's locations throughout UK. Engineering personnel rarely come into contact with one another in groups of more than 2 persons and are therefore unlikely to spread Coronavirus throughout the Company.

Equally, we supply and maintain Fire Alarms & Security Systems with standard equipment that is available from suppliers across the UK, Ireland and Europe. Supply of equipment for installations and maintenance activities is therefore not perceived as anything more than minimal. We also have a stock of spare equipment in any event.

In respect of office based staff, we have plans that all can continue to work remotely from home for continuity of service to our clients.

The perceived risk therefore of a major pandemic within the Company leaving it vulnerable in-as-much-as being unable to provide service to customers is minimal and no further action needs to be taken at this time **but this Policy will be continually reviewed as this situation develops and in-line with UK and Scottish Government, UK and World Health Organisation guidelines.**