



A.J WELLS & SONS LTD



COVID-19 Return to Work Information

The ongoing pandemic has meant that furlough arrangements have continued, and limited staff have continued working. However, as restrictions are lifted and the prevalence of the virus decreases, we plan to return to more normal working operations.

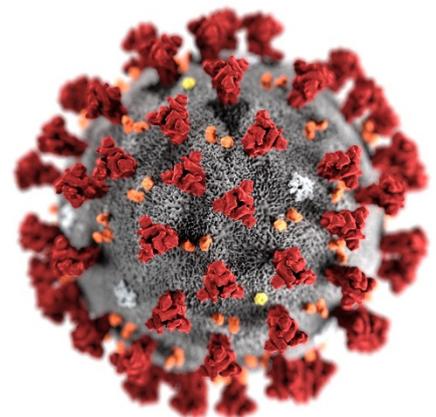
In order to safely return to work, 'Covid-secure' measures are being put in place, throughout the sites. So that everybody is prepared and aware of the changes on-site, we have outlined the measures here so that you know what to expect upon returning.

COVID-19

The virus that causes COVID infects the lungs. It can be passed on through:

- Face to face contact – through droplets produced from coughing or sneezing
- Surface/object contamination – touching an object that an infected person has spread the virus on to.

The virus can be passed on from a few days before symptoms appear or can cause no symptoms at all so it's important to follow preventative measures **even if you and the people around you appear healthy.**



GENERAL PREVENTATIVE MEASURES

The main preventative measures are centred on the following aspects:

- Self-isolating - if presenting symptoms
- Social-distancing – aiming to stay 2m away
- Catching coughs and sneezes
- Preventing surface contamination – through hand washing and cleaning

Self-isolating

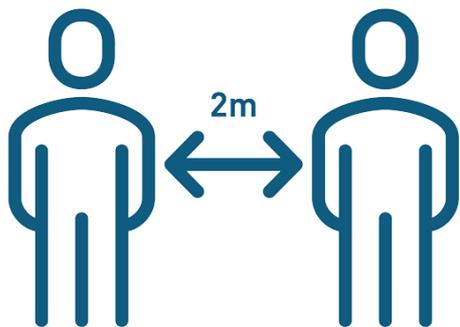
If you have any of the main symptoms of coronavirus:

- **High temperature** – this means you feel hot to touch on your chest or back
- **New, continuous cough** – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **Loss or change to your sense of smell or taste**

you must self-isolate, stay at home, for seven days and **arrange to get tested.**

- If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started.
- If you develop the symptoms, you must stay at home for seven days from the start of the symptoms.
- You can return to work if you test negative.

Social Distancing



By trying to stay 2m apart at all times, the risk of passing on the virus is greatly reduced.

Throughout the site, a social-distancing policy is in place.

Coughing and Sneezing

When practicing social distancing, the only way to directly pass on the virus is by coughing or sneezing. To prevent this, sneezes should be caught in a tissue which is then thrown away or into your elbow. Afterwards, please wash or sanitise your hands to kill any lingering viruses.

Preventing Contamination

To prevent the spread of the virus through contaminated surfaces, there are three general measures:

- the sharing of workspaces and equipment will be limited where possible.
- regular hand washing for 20 seconds is encouraged and sanitiser stations have been installed to reduce the contamination of surfaces
- cleaning of shared surfaces to reduce the risk of transmission from a potentially contaminated surface.

SPECIFIC PREVENTATIVE MEASURES

As well as the general, site-wide measures, other, more-specific measures are being implemented to help aid social-distancing and to reduce the risk of transmission. These may apply to people differently, depending on your role within the company.

Working from home

- Home-working will continue as long as it is possible to carry out your role from home.
- In most cases, for effective working to continue, it will be necessary to be in the office at least 1 or 2 days a week
- You should communicate with your manager and colleagues as to when you will be in the office and aim to spread out over the week so that total numbers stay as low as possible.

Break Times

- Break times are being extended to allow time for everyone access kitchens and bathrooms while maintaining social distancing.
- Break times will be staggered to limit the number of people accessing common areas at once. You will find out the specific changes to your break times from your manager upon return.

Common Areas/Kitchens

- Kitchens and toilets will be cleaned on a more regular basis.
- Sanitiser will be available to use before touching any surfaces
- Access to kitchens will be restricted to maintain social distancing.
- Food preparation should be done at home to avoid the unnecessary contamination of utensils and surfaces. (Heating food in the microwave/toasting is allowed.)
- Fridges allow viruses to survive for an extended period of time, so they will be cleared out at the end of each week to prevent long-term contamination

Shared Tools, Machinery, Fork-lift Trucks

- Where possible, the use of tools, machines, fork-lifts will be limited to one person
- Where this is not possible, surface cleaner will be available to wipe down contact points when operators change
- Hand sanitiser will be available at shared surfaces used by many people (e.g. printers)

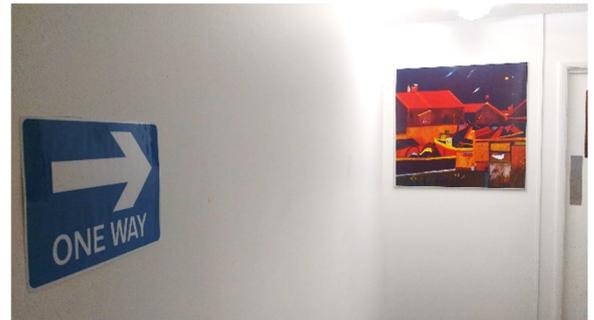


Small Rooms & Offices

- Smaller rooms will have a maximum occupancy to help maintain social distancing.

Moving around the Site/Corridors

- To help reduce the risk of transmission and the number of people interacting, trips across or between sites should be reduced as much as possible
- When moving around the site, the route which brings you into contact with as few a people as possible should be chosen, if possible, walk around the outside of the building
- Where walkways are very tight, such as the main office corridor (from IT, past the kitchen and boardroom to the toilets) a one-way system is in place to allow social distancing to be maintained.



Workstations/Desks

- Workstations are being arranged so that they are 2 metres apart.
- Where this is not possible, screens are being installed to prevent transmission.

Meetings

- Where numbers would exceed a maximum room limit, meetings should be carried out over Teams or meeting outdoors should be considered
- Hand sanitiser will be available in meeting rooms
- If a shared meeting area (e.g. boardroom) is used, it will be wiped down between uses
- When needing to demonstrate or show a colleague something on a computer, screen-sharing should be used

2 Person Tasks

- Some tasks (such as 2-person lifts or welding with another person holding) do not allow for a 2m distance to be kept
- In these cases, facemasks will be worn
- Where possible, consistent pairs of people will be used for these tasks to reduce mixing

Deliveries

- After handling incoming deliveries, hands should be washed or gloves may be worn

Travelling to Work

- Where possible, public transport should be avoided
- Sharing of vehicles should be avoided where an alternative means is available

- If lift sharing is essential, you should sit as far apart as possible in the vehicle and should share lifts with the same person consistently (rather than multiple people)

Temperature Testing

- Remember that if you feel that you have a fever, you should not be coming into work and should be self-isolating and organising for testing.
- To help catch any symptoms early, thermometer stations will be present where all staff will check their temperature with a non-contact infrared thermometer at the start of their shift
- If the temperature shown is above the 'fever' threshold, you should inform your manager and wait outside
- Individual's temperatures will not be recorded, only if a 'fever' is detected will this fact be noted down. This data will be not be passed on and will be disposed of when no longer relevant to the health and safety of the company.

OTHER INFORMATION

Safe Systems of Work

- The normal Safe Systems of Work that we have in place must continue to be followed at all times. Under no circumstances should the covid-secure measures result in anyone carrying out a task without any of the normal safety measures in place.
- All equipment must pass all pre-use checks and should not be operated if it fails to pass these checks.

Vulnerable Workers

- Employees with conditions that make them 'clinically extremely vulnerable' (high risk) will not be allowed to work until the government advises to do so.
- Those who are 'clinically vulnerable' (moderate risk) or who live with somebody who is high risk will have their roles within the company assessed to ensure that they are as protected as possible.

These measures may bring challenges as we look ahead to returning to work and take time to get used to – but they are so important for keeping everyone safe. Thank you in advance for playing your part in safely returning to work.

If you have any questions or concerns, please contact:
david.parsons@ajwells.co.uk

Helpful Information & Websites

NHS COVID-19 General Info:

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

Check your symptoms:

<https://111.nhs.uk/service/covid-19>

or Call 111

Organising a Test (if you have symptoms):

<https://www.nhs.uk/ask-for-a-coronavirus-test>