



POLICY STATEMENT IN RESPECT OF COVID 19

To all Employees and Subcontractors

HIGH IMPORTANCE

In respect of recent advancement regarding the Coronavirus (COVID-19) and Government information regarding this epidemic.

We ask that anybody who may be an infection risk to refrain from entering our office or sites.

Individuals deemed to be at risk include those who:

- **Have travelled to the 'affected areas' in the last 14 days (please refer to recognised organisations such as the WHO or Government updates for current listings of affected areas. Please note these lists are being updated and evolving daily)**
- **Have been in close contact with somebody from the 'affected areas' within the last 14 days**
- **Have been in contact with a person who has a confirmed or suspected case of COVID-19**

If any of the above apply, then the individual should not attend any of our office or sites for 14 days from the time of return travel or until they have been symptom free for 14 days.

We ask that you please notify your contact within our company immediately to report anyone who has been diagnosed with COVID-19 who has recently worked in or attended one of our sites.

Anybody who believes they may have been exposed to COVID-19 or is experiencing any symptoms should self-isolate in line with government recommendations.. In these circumstances, individuals should not go to a GP surgery, pharmacy or hospital in order to help protect themselves and others.

As a Company, we are working tirelessly to help reduce the risk and prevent the spread of



COVID-19 amongst our Employees. The below control measures have been taken to assist with this and we are reviewing the situation daily and acting in accordance with Government advice:

- As from Monday 23rd March all Maynards Office staff will be working remotely from home, this will not impact on the Service that we will provide, All staff are contactable by phone or email.
- Project Managers and subcontractors to wear the relevant PPE whilst on site this will include gloves and face masks where required.
- Project Managers and Subcontractors will be provided with an additional risk assessment to follow on all customers sites specifically relating to the risk reduction of contracting the infection, a copy of which is attached.

Please be reminded, the WHO recommends basic preventative actions to help prevent the spread of COVID-19. Such actions include:

- Wash your hands often with soap and water for a minimum of 20 seconds. Use an alcohol based hand sanitiser (60% alcohol at least), if soap and water are not available
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are sick
- Stay at home when you are sick and seek medical attention as necessary
- Cover your cough or sneeze with a tissue and dispose of the tissue immediately

Additional information about COVID-19 and regular updates may be found on the [WHO](#) and [Government](#) websites.

A handwritten signature in blue ink, appearing to read 'John Maynard', with a horizontal line underneath.

Signed

Managing Director