

BibbEgan Group Limited (BibbEgan) is committed to protecting the health of its employees, clients, visitors and workforce from the COVID-19 virus by following UK government advice and implementing the following additional control measures:

Head Office Procedures

The directors shall establish process to ensure that:

all regularly touched objects and surfaces (e.g. printers, photocopiers, handrails, microwave control panels, fridge handles, door handles, toilet flushes, taps, and kitchen worksurfaces are cleaned with antibacterial cleaner at regular intervals.

practices which result in individuals sharing objects should be stopped (e.g. the receptionist is to complete the visitor's book and used teaspoons are to be washed after each use and not placed in a cup for reuse).

workstations and work areas used by individuals diagnosed or suspected of having COVID-19 are as far as reasonably practicable to be decontaminated with antibacterial cleaner.

individuals undertaking cleaning activities are provided with gloves and given a toolbox talk on good hygiene practices.

signs are displayed reminding everyone to wash hands frequently and thoroughly.

Site Procedures

The lead project manager shall establish processes to ensure that:

individuals wash their hands when they arrive at site.

all regularly touched objects and surfaces (e.g. printers, photocopiers, handrails, microwave control panels, fridge handles, door handles, toilet flushes, taps, and canteen tables) are cleaned with antibacterial cleaner at the start of the day, before the lunch break and mid-afternoon.

a record of all cleaning activity is maintained and displayed at appropriate locations.

practices which result in individuals sharing objects should be stopped (e.g. security and reception staff are to complete signing in books, used teaspoons are to be washed after each use and not placed in a cup for reuse).

if an individual is diagnosed or suspected of having COVID-19 the adjacent workers are advised so that they can monitor themselves.

individuals work as normal unless they are required to self-isolate in accordance with government guidance.

workstations and work areas used by individuals diagnosed or suspected of having COVID-19 are as far as reasonably practicable to be decontaminated with antibacterial cleaner.

individuals undertaking cleaning activities are provided with gloves and given a toolbox talk on good hygiene.

soap and water or hand sanitiser is made available immediately adjacent to smoking areas, canteens and turnstile entry / exit points.

signs are displayed reminding everyone to wash hands frequently and thoroughly.

toolbox talk on COVID-19 is given to all personnel and included in the site induction.

BibbEgan Staff

Members of staff must do the following:

report to work as normal unless they are required to self-isolate. If the self-isolation is due to sickness the normal sickness reporting procedure must be followed.

If an individual is required to self-isolate due to medical advice or if they share a household with someone who is showing the signs of COVID-19 they must contact a Director to discuss the potential to work from home.

smokers and users of E – Cigarettes must wash their hands before and after smoking or vaping.

Directors and Heads of Departments must ensure that:

if an individual is diagnosed or suspected of having COVID-19 the adjacent workers are advised so that they can monitor themselves.

individuals wash their hands when they arrive at an office or project.

where possible staff movements other than to the normal place of work are avoided.

staff are given the toolbox talk COVID-19.

Supply Chain (Sub Contractors)

Supply Chain (Subcontractors) working on BibbEgan Projects shall establish procedures for:

self-isolation of the workforce who are suspected or have been diagnosed with COVID-19.

ensuring individuals who are showing signs of COVID-19 follow government advice.

maintaining adequate competent supervision to allow work to continue if supervisors are asked to self-isolate.

educating the workforce on COVID-19 and good hygiene.

monitoring their workforce to ensure they follow good hygiene practices.

implementing regimes to clean shared equipment and tools.

updating risk assessments and method statements.

monitoring and implementing government advice.

Details of the procedures being operated by each supply chain organisation must be sent to the BibbEgan Project Director.

Client/ Client team and Visitors

To reduce the risk to our workforce and to manage the workload of managers covering for unwell colleagues, visitors and client staff should only attend the Head Office and BibbEgan project sites:

if the visit is essential to project delivery.

the visit has been approved by a BibbEgan Director.

Increased Risk to Individuals

Individuals who have an increased risk of severe illness from COVID-19 such as those:

aged 70 or older.

with an underlying health condition (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

Signed: Dated:

Should you require any further information, please contact us directly.

**James Bibbey****Managing Director**

for and on behalf of BibbEgan Group Limited and all its subsidiaries.

January 2024