

Memo

Ref: 031

Date: 15 July 2021

To: All site-based employees

From: Paul Swann

Subject: COVID-19

Following the Government's announcement that the COVID-19 restrictions can ease from the 19 July, we want to proceed with caution in relation to easing our risk controls on site to ensure that we protect your wellbeing.

Whilst the Government has stated that COVID-19 restrictions can ease from the 19 July 2021 they clearly stated that COVID-19 has not ended. As such we are adopting a phased removal of the COVID-19 risk controls until such time that we are confident that the 'R' number is under control. As such:

- All sites **must** continue to operate in accordance with their COVID-19 risk assessments and maintain social distancing wherever possible.
- If any employee, contractor's employee or client representative has any signs or symptoms of COVID-19 they **must not** enter any site or visit any office.
- If you have a positive COVID-19 test or are contacted by NHS Test and Trace you **must** self-isolate.

Wherever possible Start of Shift briefings should continue to be conducted outside. However, briefings can be conducted inside in the event of bad weather, providing that social distancing rules can be maintained, and that doors and windows are left open to provide adequate ventilation. If social distancing cannot be maintained, the briefings can be conducted inside during bad weather providing employees / contractors wear face coverings.

To ensure that all employees and contractors' employees on site fully understand the COVID-19 risk controls for their site, the Supervisors / Site Managers will re-brief the risk controls as an integral part of the Start of Shift briefings from Monday 19 July.

We will continue to monitor and review the COVID-19 situation over the coming weeks and will adjust our risk controls in line with current guidelines. As the COVID-19 situation eases we will gradually ease the risk controls on site.

As the Government has stated, COVID-19 is a virus that we all must learn to live with and adopt increased hygiene measures to prevent the spread of the virus (similar to the control measures that would be adopted in the event of a major flu outbreak).

Remember:

- The COVID-19 virus is still with us and we **must** all adopt the required risk controls for each site.
- In line with Government guidelines you should implement COVID-19 controls in your private life e.g. wear face coverings on public transport or when entering enclosed spaces with large numbers of people that you do not ordinarily socialise with, using hand sanitizers, etc. to protect your wellbeing and the wellbeing of those around you.