



1. Purpose and Scope

The health, welfare and safety of our employees and customers are the top priority for Hightown Group following the coronavirus outbreak. The purpose of this policy is to provide guidance and support to employees by being prepared, implementing precautions for employees returning from travel, and developing flexible resourcing plans.

This policy applies to all employees, including directors, managers, sub-contractors or anyone working on behalf of the Company.

2. What is the Coronavirus (Covid-19)

The Coronavirus was first identified in Wuhan City, in Hubei province China. Coronaviruses are zoonotic, meaning they are transmitted between animals and people. As this new strain causes a new illness, it's not known exactly how it spreads from person to person, but similar viruses spread by cough droplets.

3. Common Signs and Symptoms of COVID-19

3.1 The common signs of infection include:

- Respiratory symptoms
- Fever
- Cough
- Shortness of breath
- Breathing difficulties

In severe cases:

- Pneumonia
- Severe acute respiratory syndrome
- Kidney failure and death.

3.2 Generally, the more severe cases occur in people with weakened immune symptoms, older people, and those with long term conditions like diabetes, cancer, and chronic lung disease.

3.3 Should you fall into the above categories and have not already made the Health & Safety Manager aware, then please do so immediately.

3.4 Hightown Group will continue to keep up to date with government and public health advice.



4. If you develop signs of the Virus

- 4.1 Should you develop any of the symptoms associated with the coronavirus outbreak you should access NHS 111 online immediately.
- 4.2 You should not attend your GP surgery or A & E Department unless advised to do so by the medical profession.
- 4.3 If you are displaying symptoms you should not attend work. You should contact your Line Manager to advise of your concerns and to discuss the advice given by NHS 111.

5. Preventing the spread of the Infection

- 5.1 There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus. Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19.

5.2 CATCH IT, BIN IT, KILL IT

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin straight away.
- Wash your hands with soap and hot water often, for a minimum of 20 seconds as recommended by Public Health England. Use hand sanitiser gel if soap and water are not available, this should have alcohol content. Hand sanitiser gel will be placed around the office and sites (if in stock and available for sale).
- Try to avoid close contact with people who are unwell.
- Clean and disinfect frequently touched objects and surfaces.

Do not touch your eyes, nose or mouth if your hands are not clean.

- 5.3 Being close to an infected person (2 metres) and touching an infected surface, object or the hand of an infected person are the main routes by which the COVID-19 virus is spread.
- 5.4 Hightown Group have displayed posters throughout each of its sites and office and have all possible workers working from home.

6. Site Workers – Guidance on Working in Vulnerable areas

- 6.1 If at a later date you identify that you have worked in an area that has become infected, you are to contact your Line Manager and awaiting further instructions before proceeding to your next job or returning to the office.



6.2 If a customer or client is showing symptoms:

- Remove yourself from the area
- Carry out cleansing of your hands
- Inform the Site Manager on site of your concerns
- Notify your Line Manager
- Awaiting further instructions from the Office.

7. Training

Posters have been distributed throughout the company. Site Managers should be holding regular toolbox talks to keep employees and sub-contractors updated on the spread of the virus and precautions to take to avoid spreading. All employees and sub-contractors should ensure they read this policy and be aware of symptoms and procedures.

8. Supply Chain

8.1 Our approved supplier data base has always focused on suppliers in the UK and where possible they are chosen on a geographical basis. Therefore, we do not source direct components/parts from outside the UK to carry out our business operation.

8.2 Equipment that is manufactured overseas is bought through distributors in the UK.

8.3 Our designs are dependent upon the extent of controls required and the complexity of the project, details of any resource issues, specialist requirements, sub-contract of design/development work or testing are reduced using standard products and the consideration of possible alternatives. Consideration is also given to any specific contractual requirements for reliability, maintenance and maintainability, interchangeability, availability value engineering, standardisation, specifications, obsolescence, safety and environmental impact.

8.4 By avoiding bespoke products, single source and only using commonly available parts, Hightown Group have reduced the risk within the supply chain.

9. Flexible Resourcing Plans

9.1 As part of the business contingency plan all sites have been set up to enable business operations to continue should a site need to close.

9.2 Flexible working will include home working, video conferencing and remote support to customers, where possible.

9.3 Key services and roles are being identified by management to ensure that the business can continue to operate throughout the outbreak. Hightown Group have a multi-skilled workforce that should be able to cover multiple roles in the event that they have to operate with reduced staff numbers.





10. Reviewing the outbreak

10.1 The Senior Management team will continue to monitor the advice given by the government and public health officials and will meet regularly to review the preparations and ensure that they continue to be fit for purpose.

10.2 Updates will be issued to employees in the event of any changes and will be updated on SharePoint.

