



Advanced Cold-formed Sections Ltd Covid-19 Policy Document **Date of Document Issue 16.03.2020**

We have set out below in this document the response by Advanced Cold-formed Sections Ltd and its robust plans it has put into place to protect the welfare of the employees and maintain services to our customers during the Coronavirus (Covid-19) outbreak.

Covid-19 Steering Committee

The committee has been set up to provide support, guidance and oversight of the ongoing situation regarding Covid-19. The committee is made up of all levels of the organisation including Directors and line managers and the HR team.

We have appointed a pandemic coordinator to ensure co-ordination and updating of advice post Government announcements, Nicola Weaver, HR Manager can be contacted at nicola.weaver@metek.co.uk

Communications

- We will be keeping our workforce well-informed of the ongoing developments and official advice from the Government and National Health Service and promote resources that are available.
- We have ensured all managers are clear on relevant policies and processes, for example sickness reporting and sick pay, homeworking policy and procedures in case someone in the workplace develops the virus.
- We have advised all employees to check the NHS and Government websites daily for regions/nations affected (which is changing on a daily basis).
- We have updated all contact numbers and emergency next of kin details are up to date.
- Set out a procedure to report any risk to employees from COVID-19 and all potential incidents are reported to HR so they can understand the overall risk to the workforce.
- Continue to communicate daily to employees as the situation changes.



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Prevention

Any prevention measures will be immediate and across the whole organisation.

- Prevention measures to be communicated to all subcontractors, customers, suppliers and all other third parties as and when required.
- Continue to identify and mitigate risk factors across the whole organisation.
- Toolbox talks to advise employees to take precautions, such as working from home where possible and avoiding non-essential social contact. Including the latest advice with regards to self-isolation for anyone (or anyone who lives with someone) who develops a new, continuous cough or a high temperature of 37.8 degrees or above (in line with official guidance).
- We have reduced the spread of infection by providing soap and hand sanitiser gels with alcohol, especially in communal areas like kitchens and coffee areas.
- We have increased the frequency and intensity of office cleaning each day including completing a deep clean in the past 7 days.
- We have segregated breaks across all departments at both mid-morning and lunch breaks.
- We have segregated each unit completely from each other.
- All canteens will contain antibacterial spray and disposable cloths to all tables.
- All off site visits to be postponed with immediate effect.
- All external visitors to be postponed.
- All team calls and office meetings to be completed via Microsoft Teams.

Future Recovery

- We will work with our subcontractors, customers, suppliers and all other third parties during this pandemic and also through the outcome stages of this global outbreak to ensure that communications and workplaces are strictly monitored to comply with all ongoing advice.

This document will be updated and reissued as and when required to ensure openness to all.