



FRANKLYN YATES ENGINEERING LTD CORONAVIRUS COVID-19 POLICY STATEMENT

6TH JANUARY 2021

ISSUE 1

REF FYS-011

Coronavirus (COVID-19) Social Distancing Measures and Mandatory Precautions

As the Covid-19 situation continues in the UK, the Company will continue to do its best to react to the ever-changing situation. Our priority objective being to protect the health and safety and the short- and long-term welfare of all our employees.

Overview

- Should any employee feel any of the symptoms of COVID-19 or the following, we ask that you stay at home.
- Symptoms are described as follows:
 - a) A high temperature.
 - b) A new cough where you keep on coughing. This means coughing a lot for more than an hour or three or more episodes of coughing in a day.
 - c) Losing or there being a change to your sense of smell or taste.
- What to do if you or someone you share your home with has coronavirus symptoms:
 - a) If you have any coronavirus symptoms you should stay at home for 10 days.
 - b) Do not go to a GP surgery, pharmacy, or hospital unless it is an emergency.
 - c) In an emergency dial 999.
 - d) Book a test as soon as possible - to do this visit the NHS website or call 119.
 - e) Tell the people you have been close to over the last 2 days that you have coronavirus symptoms. Being close to someone could mean:
 - i. being face to face with someone who is closer than 1 metre (3 feet) from you for any length of time. This includes things like:
 - talking to someone
 - coughing on someone
 - ii. Being within 2 metres of someone for more than 15 minutes. This includes things like:
 - being in a car with them
 - spending time at home with them doing things like cleaning
- If a member of your household is displaying symptoms you, and other household members, should self-isolate at home for 14 days from the first day they felt poorly even if you are feeling well.
- Staff who have, or live with someone having, underlying health conditions should be encouraged to discuss this with their line manager to ensure suitability and safety of their daily role and measures to aid their protection.



- All employees that can work from home effectively and efficiently will be asked to do so.
- Employees who are well and not displaying symptoms of the coronavirus will not be prohibited from working whilst our operations remain open and must work in strict accordance with the health and safety instructions at our facilities and on customer job sites.
- We ask employees to take 1-extra week's sick leave, from recovery, should any cold or flu like symptoms be experienced as an extra precaution, in respect of their colleagues and work mates.
- If employees are able to travel to work safely, they should do so. In particular, this means travelling in a way that complies with the rules regarding social distancing set out in the Prime Minister's ongoing announcements.
- Public transport and car sharing is discouraged.
- Whilst at work employees should also be complying with the rules as set out in the PM's announcement, and all our prior notices, including rules about hand washing and keeping a minimum of 2m self-distancing at all times.

Travel to Work

- Wherever possible employees should travel to work alone using their own transport.
- Consider means of transport to avoid using public transport.

On Arrival at Work

- Practice cleaning on entrance to the workplace.
- Wash with soap and water wherever possible or hand sanitiser if water is not available.
- Practice staggered start and finish times to reduce congestion and contact at all times

Change of Working Patterns

- In accordance with the department heads instructions, the Company will offer a flexi-time approach to working hours.
- Flexi-time must be agreed in advance with your line manager or director and HR should be informed in writing.
- Should an employee not be able to complete their working hours in full, this should be discussed with their line manager.
- Flexible working shall be reviewed on an ongoing basis.



- Please note. Flexitime working should respect our health and safety and our stringent working policies. It should be organised formally with your line manager or director and no one should be alone on any of our premises at any time, nor operate machinery or equipment, without specific written authority and approval.

At Work

- Hand Wash regularly throughout the day with the soap and water provided.
- Stop all non-essential visitors.
- Practice 2m min self-distancing with essential visitors.
- Regularly clean common contact surfaces in the factory, reception, office, access and delivery areas e.g. door handles tools, scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
- Talk by phone instead of meeting.
- Drivers should remain in their vehicles if the load will allow it and must wash or sanitise their hands before unloading goods and materials.
- Restrict the number of people using toilet and canteen facilities at any one time.
- Wash hands before and after using these facilities.
- Practice enhanced cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.
- Dispose of tissues and paper in the bins provided.
- The workforce should also be required to stay on site once they have entered it and avoid using local shops.
- Use canteens and kitchen areas to reduce food waste and contamination.
- Break times shall be staggered to reduce congestion and contact at all times.
- Wash hands before and after using canteen, kitchen and welfare facilities with the soap and water provided.
- Bring pre-prepared meals and refillable drinking bottles from home.
- Employees should sit a minimum of 2 metres apart from each other whilst eating and avoid all contact.
- Use of shared crockery, eating utensils, cups etc. should avoided and thoroughly cleaned before and after where used.



- Water bowsers and taps should be regularly cleaned before and after use.
- Tables should be cleaned between each use.
- All rubbish must be put straight in the bin and not left for someone else to clear up.
- All areas used for eating must be thoroughly cleaned at the end of every break and shift, including chairs, door handles, vending machines, and payment devices.

During Work

Avoiding Close Working. There may be situations where it is not possible or safe for workers to distance themselves from each other by a minimum of 2 metres. In these situation, gloves and face masks or shields shall be used. Close contact shall be kept to the minimum possible time.

- Non-essential physical work that requires close contact between workers should not be carried out.
- Work requiring skin to skin contact should not be carried out.
- Wear face masks provided where working within 2m proximity cannot be avoided.
- Plan all other work to minimise contact between workers.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.
- Increase ventilation in enclosed spaces.
- Eliminate contact via door handles where possible. Prop doors open in common thoroughfares.
- Regularly clean the inside of vehicle cabs and between use by different operators.
- Travel in separate vehicles or sit diagonally opposite for any reason this cannot be avoided.

Meetings

- Avoid all meeting – use the phone/social media.
- When unavoidable, only participants who are necessary should attend meetings.
- Attendees should be a minimum of two metres apart from each other.
- Rooms should be well ventilated, and windows opened to allow fresh air circulation.
- Consider holding meetings in open areas where possible.



Cleaning

Enhanced and continuous cleaning procedures should be in place across our facilities, particularly in communal areas and at touch points including:

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- Handrails on staircases and corridors.
- Lift and hoist controls.
- Machinery and equipment controls.
- Food preparation and eating surfaces.
- Telephone equipment.
- Keyboards, photocopiers, and other office equipment.
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Having limited public and external interaction, we continue to offer a safe place to work.

Whilst we implement the basic infection prevention measures and have people uphold the recommended guidelines, it will remain a safe place to work.

Whilst a Company employee or subcontractor is present on any supplier, customer facility or job-site, the above safety instructions apply in addition to any specific or local Coronavirus/Covid-19 health and safety measures.

For and on behalf of Franklyn Yates Engineering Ltd

Company Reg No. 3864528

Charles Conroy
CEO/Managing Director

Date: 6th January 2021