



## **COVID-19 POLICY STATEMENT**

Inner City Environmental are continually monitoring the ongoing Coronavirus (COVID-19) situation and are actively taking measures regarding the health and safety of our workforce and associated clients / suppliers to restrict the risk posed by COVID-19. Our response is being led by our leadership team through regular meetings and updates. We are continually acting upon government guidance in relation to updating policies and procedures, implementing additional precautions where necessary. Communication is a priority and all employees are receiving updated guidance/information where appropriate. We are following our Business Continuity Plan procedures and have a number of contingency measures that will be applied to minimise the impact and risk upon our business and individuals' well-being.

### **SCOPE**

This policy applies to our entire company and all our operations but is specifically associated with managing the response to the pandemic. All measures are being taken to follow official guidelines.

### **BUSINESS CONTINUITY PLAN**

The plan focuses on our ability to continue functioning in a normal manner while managing our response to any incidents that would affect business continuity. Our objectives are to provide a framework through which the tasks for business continuity management and recovery can be achieved. For us to identify reasonable steps to protect and preserve the health, safety and welfare of our employees and others involved throughout activities. To maintain an acceptable level of service and operational capability from the perspective of our customers and other interested parties. To provide a structure for communication with the workforce and others regarding operational capability and recovery efforts.

### **HYGIENE**

We have provided enhanced hygiene requirements at all locations and have provided information and advice to employees. Our office, stores and sites have been provided with hand sanitiser stations. Guidance regarding hand hygiene has been communicated to all employees and include:

- To thoroughly wash your hands with soap and hot water for at least 20 seconds, including when you start and finish work, after using the toilet, before eating and handling food, after coughing or sneezing, after using tissues and before and after smoking.
- Employees and visitors are reminded to avoid physical contact when greeting each other.



## **SOCIAL DISTANCING**

All employees and visitors are required to follow specific government guidance on social distancing, including keeping a minimum distance of 2 metres apart. Avoiding contact with someone who is displaying symptoms of COVID-19 (high temperature and continued cough). Avoid non-essential use of public transport where possible. Avoid gatherings by staggering start and finish times, breaks and lunch breaks. Following government guidance when employees travel in a vehicle together.

## **TRAVEL AND MEETINGS**

All non-essential business travel to be avoided where possible. If possible conduct meetings / conference calls electronically, e.g., Microsoft Teams, Skype, Zoom etc. During face to face meetings take necessary precautions and follow government advice.

## **WORKING FROM HOME**

Where practical, employees who can work from home should do so.

## **CLEAN WORKING POLICY**

Individuals are responsible for keeping their work areas clean and tidy. Additional cleaning materials have been provided at all locations / sites. Deep cleans of the office will be regularly carried out by the contracted cleaning company. Additional suitable PPE will also be supplied for use in the office and on site where required.

## **SELF-ISOLATION**

Should it be possible, anyone with symptoms should attempt to secure an appointment to be tested as soon as practicable. However, following government guidance, anyone exhibiting symptoms of coronavirus, however mild, will self-isolate for 7 days. If the employee lives with anyone showing any symptoms they must stay at home for 14 days from the day the person displayed symptoms. Anyone with symptoms should inform their line manager immediately providing details of their recent business-related movements and who they have been in contact with during the last 72 hours. A deep clean will be carried out in the office or on any site that had recently been visited. The persons workstation should be cordoned off (2 metres) and not used for a period of 72 hours.

Nick Greenfield  
Managing Director

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