



Coronavirus Delay Plan

This bulletin details the actions that we as a business will shortly implement to align with the Government UK Covid 19 Delay Principles.

The intention of the following steps is to reduce the risk of spreading the virus across the business with staff travelling across the country for work purposes. The basic principle of this plan is that the business will create a self-imposed isolation arrangement between the various sectors of the business.

These steps will be implemented on Monday 23rd March or earlier if the Government's stance changes.

The following will apply:

Head Office:

Operations in head office will continue on a business as usual basis but with a rota system, with staff working from home and with the following restrictions applied:

- When working at home, all office staff will remain accessible via mobile phone and email facility. All normal work rules apply when working from home
- Meetings are still held in HO however anyone who is from outside of head office is NOT to attend the meeting but rather phone into the meeting from a remote location.
- HO staff are not to attend external meetings but rather arrange to phone into the meeting.
- HO staff are not to attend any external training courses.
- HO staff are not to arrange and attend any site visits or training.
- HO cleaning regime to be increased to reduce risk.

Site Teams:

Sites are to operate under business as usual however the following restrictions apply:

- No staff on site are to travel to another SEH site, where practicable and without prior agreement of the Contracts Managers.
- No visitors are to be allowed onto the site. This includes visits from the client.
- Meetings on site are to be kept to an absolute minimum on a need to have basis.

- Where possible site meetings are not to be held, with the SEH French meeting report forming the main basis of the progress and further discussions to be held via telephone and email.
- The site cleaning regime is to be increased by SEHF personnel, to remove the risk of contamination.
- Stagger timings of breaks and lunch breaks to minimise personnel in the same location.
- Site team members are not to attend any meetings away from site but rather plan to phone in to the meeting where needed.

Staff members returning from High Risk Areas*.

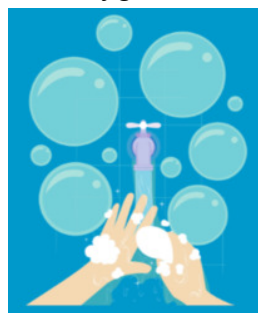
The following actions will be introduced with immediate effect:

- The business has taken the decision that any member of staff who is returning from holiday from a “high risk” destination will be required to self-isolate at home for 7 days.
- During this period where necessary we will attempt to provide the individual with the necessary IT equipment to allow them to work from home so that they can still perform their necessary duties.
- Please notify HR of your return from these high risk areas so that your self-isolation period can be recorded.

*High risk areas are currently deemed to be

- All of Europe
- All of the Far East

With all of the above arrangements please all ensure that you continue to follow public health advice and guidance regarding personal hygiene.



Wash your hands:

- After coughing or sneezing
- When caring for the sick
- Before, during and after you prepare food
- Before eating
- After toilet use
- When hands are dirty
- After handling animal or animal waste