



**JENNER GROUP - ENHANCED SAFETY PROCEDURES
COVID-19 (CORONAVIRUS) PANDEMIC**

GUIDELINES FOR SAFE WORKING

In accordance with continued government directive in relation to the ongoing COVID-19 (Coronavirus) pandemic, Jenner will conduct all business operations in accordance with the following guidelines to ensure that we continue and augment our duty of care to keep all our staff and stakeholders safe and well until a time when the virus is completely eradicated.

Jenner will continue to adhere and adapt to latest government guidance to ensure the wellbeing of all our people. Any member of staff with a confirmed case, or suspected symptoms of COVID-19 must follow company protocol and guidance as issued separately to these guidelines.

Social Distancing is imperative as a key defence measure and must always be adhered to.



Main Office:

Upon arrival each day, all staff must record their temperature using the non-contact device within reception, to ensure it falls within the safe parameters of 35 and 37.3 degrees, and this must be done without exception. Anyone recording an abnormally high temperature will be asked to vacate the building and report this to their Line Manager and HR. Subsequently they must self-isolate and get tested for Coronavirus as soon as possible.

As stated above, all staff working in the main office must continue to **strictly observe social-distancing** guidelines maintaining a minimum distance of 2 metres and reducing face-to-face contact to within 15 minutes, wherever possible.

Furthermore, we advise the following, wherever possible:

- Limit non-essential social interaction;
- Use the telephone rather visiting offices;
- Only use your own telephone, workstation and equipment;
- Only use clean mugs or ensure you retain the same mug for the whole day;
- Only 1 person in a kitchen at any one time;

Those who can adequately undertake their role remotely will be actively encouraged to continue to do so until further notice, or to share their time between home and office working to reduce overall numbers in the building at any one time.



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Teams working within communal, open-plan offices will adopt a rota system, as authorised by their departmental director, to schedule their time in the office to ensure social-distancing guidelines can be adhered to within these environments, at all times.

Visitors to the office must also follow the above temperature checks in the same manner as staff and utilise the non-contact hand-sanitising station upon arrival. They must also adhere to social distancing guidelines.

Meetings:

All staff will be actively encouraged to continue to employ a pragmatic approach to holding and attending business meetings. Alternative methods to carry out meetings, such as conference calls or video conferencing, will remain in place and are preferable to face-to-face meetings.

Those physical meetings that do take place should be with small numbers in attendance, in well-ventilated rooms with sufficient space to distance seating arrangements. It is also necessary to avoid shaking hands or general contact with others.

Live Construction Sites:

Safety is of the utmost priority on all Jenner sites. The discipline to refuse access to sites, or removal from site, of anyone showing symptoms of COVID-19 or who is not adhering to government guidelines for social-distancing is essential. **A zero-tolerance approach is adopted by Jenner to anyone who could threaten the wellbeing of others or risk further transmission of the virus.**

All site office-based working arrangements will continue to utilise all spare site accommodation (meeting rooms etc) allowing teams to disperse in order to maintain the recommended 2 metre social-distancing guidelines. It is the full responsibility of the Site Manager to instigate and maintain this working environment until advised otherwise by the Construction Director.

The regularity of face-to-face meetings will be kept to a minimum (i.e. site team meetings, Sub-contract meetings, tool-box talks etc) Induction training is to be carried out with a maximum of 2 persons at a time.

To continue to conform to social distancing advice we request that each site adopts staggered lunches and tea breaks and continued avoidance of close interaction with peers or gatherings of more than 2 people. Staggered arrival and departure from site will also be enforced to avoid unnecessary congestion.

Alongside the above guidelines the need for enhanced hygiene, tidiness and cleanliness of accommodation and welfare facilities continues. Sanitary supplies must be carefully monitored and controlled to ensure full Health and Safety compliance at this time.

All sites will be issued with the latest additional guidance from the CLC to support safe operations and this is also clearly displayed within the COVID-19 section of the company website.



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Travel:

All those travelling to their designated site are encouraged to do so in isolation, or to only travel within their selected 'bubble'. Those utilising public transport must wear a face covering, in accordance with government regulation, and are encouraged to find alternative means of transport if possible.

All staff must take responsibility to ensure the cleanliness of their own vehicle, with enhanced hygiene measures in place to avoid cross-contamination and onward transmission of the virus.

Hygiene & Cleanliness

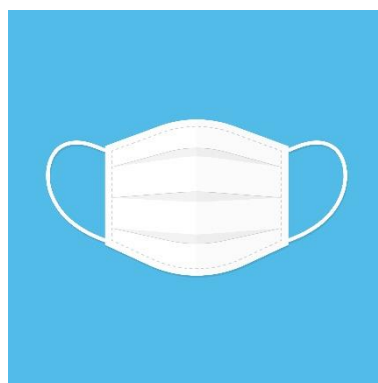
All staff must continue to strictly adhere to heightened hygiene advice as per ongoing government and NHS guidelines with increased hand washing and sanitisation a mandatory precautionary measure. It is recommended hand washing is sustained for at least 20 seconds and carried out (at least) six times daily. Additional hand sanitiser is available within the office and on all sites.

Additional and enhanced cleaning regimes are in place twice daily within the main office with additional cleaning products issued to all sites and in place in communal areas of the office.

Face Coverings

All staff have been issued with two protective and reusable face coverings for their own personal protection and to remain compliant with government policy as a legal requirement when accessing indoor public spaces.

At present, the use of face coverings within the office and on site is a matter of personal discretion and are non-mandatory. This is subject to change in accordance with government guidance.



HANDS – FACE – SPACE

Keeping yourself and your colleagues safe is a moral obligation and we must all take full responsibility for our actions and the part we play in fighting the ongoing pandemic.