



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.

Regular Lateral Flow Testing is actively encouraged throughout the Jenner Group as a frontline defence measure to protect all staff by minimising potential spread of the virus throughout the main office and our construction sites. This is requested as a bare minimum on a weekly basis prior to return to work on Monday morning. All positive cases are recorded by the HR Manager.

All guidelines and information relating to the COVID-19 pandemic can be viewed within the dedicated section of the company website: [COVID-19 Information | Jenner \(jenner-group.co.uk\)](https://www.jenner-group.co.uk/COVID-19-Information)

Face Coverings

All staff have been issued with an adequate supply of protective and reusable face coverings for their own personal protection and to remain compliant with government policy as a legal requirement in public spaces.

Whilst it is no longer a mandatory requirement to wear a face covering within communal office areas and when manoeuvring around the main office or site office accommodation and circulation routes it is strongly advised that everyone continues to do so, and especially when working in close and prolonged proximity to others.

Hygiene & Cleanliness

All staff must continue to strictly adhere to heightened hygiene advice according to 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.



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Social Distancing

All staff are advised to continue to observe social-distancing guidelines, always maintaining a minimum distance of 2 metres, and reducing face-to-face contact to within 15 minutes.

Main Office (Century House):

Upon arrival each day, all staff must sanitise their hands using the pump station provided and record their temperature using the non-contact device within reception, to ensure it falls within the safe parameters of 35 and 37.7 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 follow current government guidelines see [Coronavirus \(COVID-19\): guidance and support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support).

All staff working in the main office are requested to observe social-distancing guidelines.

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.

For those able to undertake their role from home, a hybrid approach to working is actively encouraged to reduce overall numbers in the building at any one time.

Teams working within communal, open-plan offices should 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.

All external visitors to Century House, our construction sites and external 'Park Farm' premises must record their temperature upon arrival and sanitise their hands. Contact details are recorded for contact tracing purposes.

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 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.**

Additional enhanced working procedures are issued separately to all sites and are devised in accordance with guidance and advice from the Construction Leadership Council (CLC) and external safety advisors.



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All site office-based working arrangements will continue to utilise all spare site accommodation (meeting rooms etc) allowing teams to disperse 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.

To continue to conform to social distancing advice sites are requested to continue with 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 is encouraged 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.

Meetings:

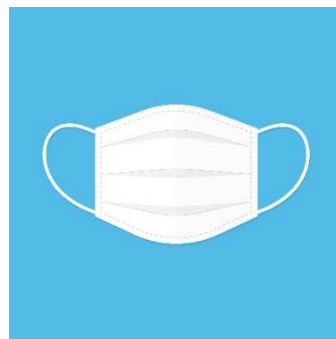
All meetings taking place must do so in a well-ventilated space, large enough to allow social distancing and face coverings are recommended. Alternative methods to carry out meetings, such as conference calls or video conferencing are actively encouraged to minimise unnecessary risk.

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.

REMEMBER: **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.