



Covid 19: Policy Statement

Joanne Ballard
Customer Experience Director
01489 889466
Joanne.ballard@maintel.co.uk

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1. Covid 19 Policy statement

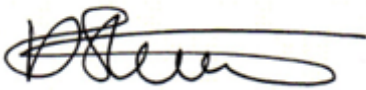
The COVID-19 Policy statement defines our current understanding of, and Maintel plan in response to the COVID-19 (also known as coronavirus) outbreak in the United Kingdom. Maintel primary concern is the health and wellbeing of its staff and customers while continuing to provide a normal or as near normal level of service to our customers as the outbreak progresses.

We are working proactively with our critical suppliers to identify supply chain risk due to the Covid 19 outbreak and monitoring UK Government and World Health Organisation advice. In particular Maintel can advise;

- ▶ **Remote Incident and Change requests:** the current impact of the virus does not indicate significant risk to the provision of this service at this point. Maintel operates a 24x7 remote engineering facility and this continues to function at the appropriate level.
- ▶ **On site visits:** Where site visit is required for customers providing critical services, this is completed in accordance with UK Gov guidance regarding social distancing, Maintel Health and Safety policy and Customers policies and requirements. The current impact of Corona virus does indicate an increased risk to this service and daily reviews of resource within Maintel and our suppliers is being completed. Customers will be advised should there be a need to reschedule appointments with key worker services and industries taking priority. To minimise risk to critical services visits, Maintel are not completing routine site work at this time. A risk assessment is completed for each customer visit which includes assessment of;
 - Travel arrangements to and from site
 - Access arrangements
 - Social distancing procedures
 - Health and exposure to Covid 19 for customer and Maintel employee prior to visit
 - PPE requirements
 - Hygiene facilities
- ▶ **Notifying our customers of Maintel employee illness following site visit:** Maintel have implemented a process to notify customers if, following a site visit, a Maintel employee falls ill or moves to self-isolation within 5 days of the site visit taking place. The information will include Reference number, Date and Time of visit, Address visited, Location accessed at site and Onsite customer contact.
- ▶ **Returning to Office working:** Maintel have reviewed UK Government guidelines for Covid 19 Secure Offices and have decided to continue with remote working for the foreseeable future unless a role is unable to be fulfilled effectively through remote working. This is in line with Maintel Agile Working policy. Risk assessment, additional hygiene and social distancing measures are in place for the identified employees that are attending a Maintel office. [Section 2](#) of this document provides additional detail.
- ▶ **Other measures:**
 - **Key skills:** Identified key skills are held by multiple employees.
 - **Travel:** Only essential travel will take place in accordance with UK Gov advice and no internal company travel will take place

- **Customer visits to Maintel Offices:** Not currently available, meetings are being conducted remotely using appropriate tools.
- **Greeting Policy:** Maintel employees have in place mandatory social distancing when greeting all individuals.

We have in place a full Business Continuity Plan and diverse range of suppliers and skills to ensure our customers receive contracted products and services and, are working with customers to accommodate additional requirements for information and Health and Safety processes in preparation for site visits.



Kevin Stevens

Chief Operating Officer

2. Covid 19 Secure Guidelines

UK Government Covid 19 Secure Guidelines 5-point plan:

2.1. Work from home, if you can

All reasonable steps have been taken by Maintel to help people work from home. But for those who cannot work from home additional measures have been put in place to adhere to UK Gov 5-point plan.

2.2. Complete COVID-19 risk assessment

Maintel consult with employees and their elected representatives "Maintel Matters". Risks and mitigations have been identified and are reviewed as part of Maintel monthly risk assessment management process. As an employer with over 50 employees the Maintel Covid 19 risk assessment has been published on our web site

2.3. Maintain 2 metres social distancing

Measure have been put in place to ensure 2 metre social distancing, wherever possible, in the areas where Maintel employees are working, this includes reviewing customer site visits prior to arrival to ensure the health and safety of customers and Maintel employees.

2.4. Managing transmission risk under 2 metres

Where people cannot work 2 metres apart Maintel manage the risk of transmission. A risk review of any task requiring Maintel employees to be within 2 metres of each other is completed as the requirement occurs and appropriate mitigation agreed and enacted prior to the activity commencing. Wherever possible, activities requiring employees to work within 2 metres of each other have stopped or reduced in time where it is not possible to completely mitigate the activity with Personal Protective Equipment (PPE) and guidance issued appropriately.

2.5. Reinforcing cleaning processes

The office cleaning regime has been increased to ensure high-contact areas are cleaned more frequently and additional hygiene facilities such as hand sanitiser units have been provided at the entrance, exit and throughout each office. Maintel employees visiting Customer premises have been provided with PPE and hand sanitiser for use before, during and after each Customer visit.

3. Covid 19 Information

3.1. What is Covid 19

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called coronavirus.

3.2. What is the risk of Covid 19 in the UK

The UK Chief Medical Officers have raised the risk to the public from low to moderate.

Health professionals are working to contact anyone who has been in close contact with people who have confirmed cases of coronavirus and strict guidance is in place for staying at home and only essential visits taking place.

The UK Government 4 phase plan has been activated and Maintel are monitoring the daily updates.

3.3. Symptoms of coronavirus

The symptoms of coronavirus are as follows:

- A high temperature
- A cough
- Shortness of breath
- Loss of taste and/or smell

These symptoms do not necessarily mean that you have the illness. The symptoms are like those for other illnesses that are much more common, such as cold and flu.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

3.4. How coronavirus is spread

Because it is a new illness, it is not fully known how coronavirus spreads from person to person.

Similar viruses are spread in cough and sneeze droplets and from various surfaces.

It is very unlikely that coronavirus can be spread through things like food. Viruses like coronavirus cannot live outside the body for long but can remain on some surfaces for approx. 72 hours

3.5. Do I need to avoid public places?

Most people can continue to go to work, particularly when working from home. The UK Government has issued strict guidelines about the types and amount of social interaction – these guidelines must be followed at all times.

3.6. How to avoid catching or spreading germs

There are things you can do to help stop viruses like coronavirus from spreading

- Do cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Do put used tissues in the bin immediately
- Do wash your hands with soap and water often – use hand sanitizer gel if soap and water are not available
- Do try to avoid close contact with people who are unwell
- Do not touch your eyes, nose or mouth if your hands are not clean.

3.7. Check if you need medical help

NHS 111 has an online coronavirus service that can tell you if you need medical help and advise you what to do. Use this service if:

- you think you might have coronavirus
- in the last 14 days you've been to an affected area identified by the Chief Medical Officer as 'high risk' and you are feeling unwell with a cough, difficulty breathing or fever.
- you've been in close contact with someone with coronavirus

Do not go to a GP surgery, pharmacy or hospital. Call 111 if you need to speak to someone.

3.8. How to self-isolate if you're asked to

If there's a chance you or a member of your household could have coronavirus, you should stay away from other people (self-isolate). This means you must:

- Stay at home and work if you are well enough
- Not go to work, school or public places
- Not use public transport or taxis
- Ask friends, family members or delivery services to carry out errands for you
- Avoid visitors to your home – it is fine for friends, family or delivery drivers to drop off food for you at the doorstep

You need to do this for up to 14 days to help reduce the possible spread of infection and follow current UK Government guidelines at all times

4. Good practise

4.1. Effective Handwashing

Reduce the chance of infection with regular effective handwashing. Please refer to the diagram below which illustrates proper hand washing technique with soap and water.



4.2. Workspace Hygiene

As there is some evidence to suggest that the virus can survive outside of the human body for a short period on surfaces ensure you clean and disinfect regularly touched objects and surfaces using your usual cleaning products.

4.3. Flu Vaccination

If you haven't had one already and do not fall within the required category for flu vaccination you should consider getting the flu vaccine as this will reduce the health burden on the NHS by preventing members of the public from catching flu and it being initially mistaken for COVID-19.

Flu vaccinations are available for purchase from most major pharmacies.

5. Document Information

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|------------------|------------------------------|
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| 24/03/2020 | Policy statement update following UK Prime Minister announcement | Approval provided |
| 25/03/2020 | Policy statement update – Site Visits | Approval provided |
| 26/05/2020 | Policy statement update – Covid 19 Secure offices | Approval provided |