



# **McCann Group**

## **COVID-19 Business Response Plan**

Date: 19<sup>th</sup> March 2020

McCann-COVID19-BRP-001

Revision Tracker

Issue	Amendments	Approved	Date
19/03/20	First Issue of this document	J McCann	19/03/20

COVID-19 Business Continuity Plan

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## COVID-19 Business Continuity Plan

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### 1.0 Introduction

- 1.1 COVID-19 is an unprecedented global health risk that can have a serious impact on how we do business. It is an extra-ordinary event that has the possibility to threaten the wellbeing of our employees and other stakeholders and / or the integrity, performance and reputation of the Company.
- 1.2 Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. **A novel coronavirus (COVID-19) is a new strain that has not been previously identified in humans.**
- 1.3 In order to help limit the spread of this virus, we all have a personal responsibility. This includes limiting our travel and social interaction and also observing Protocols around handwashing and social spacing. If we're in doubt about whether we should do something or go somewhere and there's a potential to spread the virus, then we shouldn't do it or undertake the trip.
- 1.4 This global health risk requires out of the ordinary measures to respond, manage and recover from the symptoms of the virus – thus demanding immediate action from the Management of McCann Group.
- 1.5 Crisis Planning and Business Continuity is wholly dependent upon effective planning, communication and collaboration; therefore, it is vital that formal arrangements are identified, established, maintained and tested, within business units and all our locations and beyond to encompass not only construction projects and support functions but also external parties and stakeholders where appropriate.

### 2.0 Scope

- 2.1 This document applies to all McCann Group locations including offices and projects.

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### **3.0 COVID-19 Advice for Office Staff**

3.1 COVID-19 is affecting people globally. At this point, we expect that the majority of people who become infected will experience a mild illness and recover.

3.2 It may be more severe for others – particularly the elderly or those with an underlying medical condition.

3.3 We ask that all employees complete and return to the head office form COVID-19 Employee Risk Assessment form FN122, so we hold current medical information on you. All submitted information is held privately and protected under GDPR regulations.

3.4 All Office staff are urged to take care of **your** health by doing the following:

### **3.5 Wash Hands Frequently**

3.5.1 Regularly and thoroughly wash and clean your hands with soap and water or if this isn't available an alcohol- based hand rub (minimum 60% alcohol content).

### **3.6 Maintain Social distancing**

3.6.1 Maintain at least 2 metres (6 feet) distance between yourself and anyone who is coughing or sneezing.

3.6.2 Office staff should refrain from touching others.

### **3.7 Avoid touching eyes, nose and mouth**

3.7.1 Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

### **3.8 Practice respiratory hygiene**

3.8.1 Make sure you, and the people around you, follow good respiratory hygiene guidance. This means covering your mouth and your nose with a tissue ideally or your bent elbow when you cough or sneeze. Then dispose of that tissue immediately.

### **3.9 Follow robust personal space cleaning regime**

3.9.1 To ensure desks personal spaces are not harbouring the virus, desk surfaces, keyboards, telephones and personal mobile phones should be cleaned at 09:00am and just before leaving.

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3.9.2 Avoid placing personal items such as: ID cards, keys, phone or wallet on your desk.

3.9.3 Desks must be made free from clutter.

### **3.10 Prevent outside attendance from visitors**

3.10.1 Meetings and visitors to the office should be cancelled and alternative remote methods of conducting meeting be considered.

3.10.2 Where meetings with outside personnel are business critical, approval for the meeting must be granted in writing by a Director.

3.10.3 Any visitors must be made aware of the current J McCann visitor protocol before attending the office.

3.10.4 Consideration must be given to cancelling training and audits. Where they are to be cancelled, please form the HSEQ department.

### **3.11 Control the touching and transfer of common objects**

3.11.1 Where practical and safe to do so, wedge doors open to prevent multiple staff from touching door handles etc. Fire doors should be closed at the end of shift or in the event of a fire.

3.11.2 You should not hand your mobile phone on to someone else to receive a call, ask the caller to end the call and ring the person directly.

3.11.3 Tea and Coffee should only be prepared by and drunk by yourself. You are responsible for cleaning your own cup.

3.11.4 Do not leave cutlery, crockery and food items lying around in canteens or sinks. Put them in a dishwasher, clean them and dispose of empty containers. Then wash your hands.

### **3.12 Limit internal meetings**

3.12.1 Internal meetings must only be held where absolutely necessary and ideally up to a maximum of 2-3 people.

3.12.2 Where larger meetings are business critical, a maximum of 10 attendees are allowed but only upon approval from senior management.

3.12.3 All attending the meeting should be spaced at least 2m apart

3.12.4 Remote methods of handling meetings are preferred e.g. Microsoft teams

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### 3.13 Stay informed on current official healthcare advice

3.13.1 Office staff to stay informed on the latest developments about COVID-19. Follow advice given by the company.

### 3.14 Review working arrangements

3.14.2 Line managers to ensure that there are sufficient numbers of trained staff to cover the continuation of business critical roles in the event of absence of staff.

3.14.3 Line managers to review the practicality of office staff attending office facilities on a rota basis to help minimise the exposure and disruption in the event of an outbreak, this may include the practicalities of working from home.

3.14.4 We need to stress that in a construction environment, working from home is not sustainable for long periods of time. However if:

- you are able to complete your daily tasks remotely
- your role is not a safety critical one
- your absence will not have a knock on effect preventing others from completing their tasks

Then your role will be assessed by your line manager to see if working from home is viable.

3.14.5 All temporary arrangements for working away from the office must be approved by John McCann .

### 3.15 Report on return from Category 1 or 2 Country/Area

3.15.1 Any office staff member returning from a Category 1 or 2 Country / Area must not return to the office, they must telephone their line manager and complete a Self-Isolating report Form FN121.

3.14.2 Category 1 or 2 Country / Area is defined in section 9.3.

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### 4.0 **COVID-19 Advice for Site Staff**

4.1 We ask that all employees complete and return to the head office form, COVID-19 Employee Risk Assessment form FN122, so we hold current medical information on you. All submitted information is held privately and protected under GDPR regulations.

4.2 All Site staff are urged to take care of **your** health by doing the following:

#### 4.3 **Wash Hands Frequently**

4.3.1 Project Managers to review the provision of welfare facilities to staff on site and inform the HSEQ department.

4.3.2 Regularly and thoroughly wash and clean your hands with soap and water or if this isn't available an alcohol- based hand rub (minimum 60% alcohol content).

#### 4.4 **Maintain Social distancing**

4.4.1 Maintain at least 2 metres (6 feet) distance between yourself and anyone who is coughing or sneezing.

4.4.2 Social distancing may not be practical for staff sharing company vehicles, only share vehicles where staff are not showing one of the 4 main symptoms of COVID-19.

4.4.3 Site staff should refrain from touching others.

#### 4.5 **Avoid touching eyes, nose and mouth**

4.5.1 Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

#### 4.6 **Practice respiratory hygiene**

4.6.1 Make sure you, and the people around you, follow good respiratory hygiene guidance. This means covering your mouth and your nose with a tissue ideally or your bent elbow when you cough or sneeze. Then dispose of that tissue immediately.

#### 4.7 **Follow robust personal items cleaning regime**

4.7.1 Avoid borrowing or lending tools, PPE and equipment to others.

4.7.2 Any tools issued should have their handles wiped clean with antibacterial wipes.



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4.7.3 Bin bags will be issued so operatives can keep their vehicles free from rubbish and used tissues. Site staff to regularly remove the bin bags from the vehicles and dispose of them in the correct skip

### 4.8 Reduce exposure of site operatives

4.8.1 With the approval of the principle contractor, start of shift briefings will be conducted on site at point of work, by the supervisor and gang. This will prevent gatherings in large numbers and prevent the accidental touching and contamination of desks and site welfare facilities.

4.8.2 Site supervisors must observe the social distancing and give their start of shift briefing from at least 2m away from the site staff.

4.8.3 Plan to reduce the amount of paper passed between gangs and supervisors e.g. Gangs to be given and retain their own separate paperwork for their activity.

### 4.9 Stay informed on current official healthcare advice

4.9.1 Site staff to stay informed on the latest developments about COVID-19 and follow advice given by the company and displayed on site notice boards.

### 4.10 Report on return from Category 1 or 2 Country/Area

4.10.1 Any site staff member returning from a Category 1 or 2 Country / Area must not return to site, they must telephone their supervisor and complete a Self-Isolating Report Form FN121.

4.10.2 Category 1 or 2 Country / Area is defined in section 9.3.

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### 5.0 **Protection measures for persons presenting COVID-19 symptoms**

5.1 Employees are urged to stay at home (Self-Isolate) if you begin to feel unwell and exhibit symptoms of COVID-19 until you recover.

5.2 **Why?** Avoiding contact with others and visits to medical facilities will allow these facilities to operate more effectively and help protect you and others from possible COVID – 19.

5.3 If you have **ONE** of the following Symptoms you must self-isolate and contact your line manager:

- A new, continuous cough (see section 5.5)
- Have a high temperature or fever
- Feel unusually tired or fatigued
- Are short of breath or have breathing difficulties

5.4 The NHS guidance for identifying a new, continuous cough is someone coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. If you usually have a cough it will be worse than usual.

5.5 For most people, coronavirus (COVID-19) will be a mild illness.

5.6 Guidance on self – isolation may be found on the following website:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

5.7 The main considerations for self-isolating are:

5.7.1 If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for **7 days** from when your symptoms started.

5.7.2 If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill.

5.8.3 It is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

5.7.4 If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the [NHS 111 online coronavirus service](#). If you do not have internet access, call NHS 111. For a medical emergency dial 999

5.8 If you have been symptomatic, then you may end your self-isolation after 7 days. The 7-day period starts from the day when you first became ill.

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- 5.9 The cough may persist for several weeks in some people, despite the coronavirus infection having cleared. A persistent cough alone does not mean someone must continue to self-isolate for more than 7 days.
- 5.10 **You do not need to self-isolate if your partner has been asked to self-isolate and they have not developed any symptoms.**
- 5.10 To help the company keep track of COVID-19 cases within it's staff, the supervisor or line manager must document the reported case of self-isolation on the Self-Isolating Report Form FN121, and return it to Joanne Chambers [j.chambers@jmccann.co.uk](mailto:j.chambers@jmccann.co.uk)

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### **6.0 Travel restrictions and the use of Electronic Forms of Communication**

- 6.1 As COVID- 19 spreads globally, we need to consider different ways of communication and running our business in the short term
- 6.2 **All non-essential travel is curtailed immediately** and until further notice
- 6.3 Any exceptional travel must be signed off by a company Director.
- 6.4 J McCann are promoting the use of Microsoft Teams, email, conference calls and other forms of electronic communication that do not require physical presences.

### **7.0 Considerations for Site and Office Closure Protocols**

- 7.1 Sites and offices should firstly consider steps to ensure that service delivery is maintained and line managers and project managers should explore the possibility of: altering shift patterns, remote working and contingency supervision to minimise the impact of absent self-isolating staff on their delivery.
- 7.2 Sites and offices should consider steps which they would need to take in the event of a site shutdown or being locked out of the site (partially or full), or closure of an office.
- 7.3 The decision to close offices or sites, either partially or fully, needs to be risk assessed and supported by a Company Director in charge and government guidelines (where available).
- 7.4 Consultation with the Client is required to ensure that all interested parties are unified in the actions being taken.

### **8.0 McCann Management of COVID-19 Incidents**

- 8.1 All incidents of self-isolation must be reported to the line manager or site supervisor.
- 8.2 The line manager or site supervisor will questions the member of staff and complete the Self-Isolating Report Form FN121.
- 8.3 The completed form will be sent to Joanne Chambers electronically to [j.chambers@jmccann.co.uk](mailto:j.chambers@jmccann.co.uk)
- 8.4 Joanne Chambers is responsible for collating the completed forms and monitoring the progress and return of an individual.
- 8.5 A COVID-19 Response Team has been established with representatives from across the business. This Response Team provides support and advise across the business and will regularly review the current threat, guidance and effectiveness of control measures across the business.
- 8.6 During this period of crisis, all contact email addresses will be displayed on the company website to allow continued communication with clients and staff.

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8.7 COVID-19 Response team roles and responsibilities

No.	Name & Job Title	Contact Details	COVID-19 Responsibilities
1	John McCann Managing Director	<a href="mailto:john@jmccann.co.uk">john@jmccann.co.uk</a> Tel: 01159 540 166	<ul style="list-style-type: none"> <li>Chair response meeting weekly.</li> <li>Approve response action plans.</li> </ul>
2	Carl Lancaster Operations Director	<a href="mailto:c.lancaster@jmccann.co.uk">c.lancaster@jmccann.co.uk</a> Mob: 07968 421 921	<ul style="list-style-type: none"> <li>Update Clients on McCann capability and response</li> <li>Report Client requirements and site responses</li> <li>Updated JC on any COVID-19 absences not previously declared.</li> </ul>
3	Adrian Cronin Construction Director	<a href="mailto:a.cronin@jmccann.co.uk">a.cronin@jmccann.co.uk</a> Mob: 07968 421 205	<ul style="list-style-type: none"> <li>Update Clients on McCann capability and response</li> <li>Report Client requirements and site responses</li> <li>Updated JC on any COVID-19 absences not previously declared.</li> </ul>
4	Steve Adcock Contracts & Technical Director	<a href="mailto:s.adcock@jmccann.co.uk">s.adcock@jmccann.co.uk</a> Mob: 07970 221 643	<ul style="list-style-type: none"> <li>Update Clients on McCann capability and response</li> <li>Report Client requirements and site responses</li> <li>Updated JC on any COVID-19 absences not previously declared.</li> </ul>
5	Andrew Kelsey Major & Special Projects Director	<a href="mailto:a.kelsey@jmccann.co.uk">a.kelsey@jmccann.co.uk</a> Mob: 07970 221 656	<ul style="list-style-type: none"> <li>Update Clients on McCann capability and response</li> <li>Report Client requirements and site responses</li> <li>Updated JC on any COVID-19 absences not previously declared.</li> </ul>
6	Tiz Gibson Local Authority Business Director	<a href="mailto:t.gibson@jmccann.co.uk">t.gibson@jmccann.co.uk</a> Mob: 07967 672 006	<ul style="list-style-type: none"> <li>Update Clients on McCann capability and response</li> <li>Report Client requirements and site responses</li> <li>Updated JC on any COVID-19 absences not previously declared.</li> </ul>

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No.	Name & Job Title	Contact Details	• COVID-19 Responsibilities
7	Simon Gardiner PJH Director	<a href="mailto:s.gardiner@peterjameshomes.co.uk">s.gardiner@peterjameshomes.co.uk</a> Tel: 01159 733 258	<ul style="list-style-type: none"> <li>• Update Clients on McCann capability and response</li> <li>• Report Client requirements and site responses</li> <li>• Updated JC on any COVID-19 absences not previously declared.</li> </ul>
8	Joanne Chambers Office Manager	<a href="mailto:j.chambers@jmccann.co.uk">j.chambers@jmccann.co.uk</a> Tel: 01159 540 166	<ul style="list-style-type: none"> <li>• Monitor employees self-isolating or tested positive for COVID-19.</li> <li>• Monitor employees self-isolating or tested positive for COVID-19.</li> <li>• Make arrangements for deep cleaning of facilities.</li> </ul>
9	Adam Gilliver Commercial Manager	<a href="mailto:a.gilliver@jmccann.co.uk">a.gilliver@jmccann.co.uk</a> Mob: 07710 169 366	<ul style="list-style-type: none"> <li>• Update Clients on McCann capability and response</li> <li>• Report Client requirements and site responses</li> <li>• Updated JC on any COVID-19 absences not previously declared.</li> </ul>
10	John Spencer HSEQ Manager	<a href="mailto:j.spencer@jmccann.co.uk">j.spencer@jmccann.co.uk</a> Mob: 07930 962 196	<ul style="list-style-type: none"> <li>• Monitor Official Guidance on COVID-19.</li> <li>• Make arrangements for deep cleaning of facilities.</li> <li>• Maintain sufficient IT infrastructure to support working from home</li> </ul>
11	Ben Feltham Quality & Lean Manager	<a href="mailto:b.feltham@jmccann.co.uk">b.feltham@jmccann.co.uk</a> Mob: 07583 045 030	<ul style="list-style-type: none"> <li>• Monitor Official Guidance on COVID-19.</li> <li>• Review and update McCann Response plan and documentations</li> <li>• Monitor stock levels of hygiene equipment and materials</li> </ul>

8.7 COVID-19 Response team will be convened weekly to review progress and updates on the situation.

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**9.0 Scenario Model and Action Plan**

9.1 There are several scenarios that may be present themselves over the coming weeks. Detailed below are a range of the most commonly expected scenarios and actions that are required to be taken.

Ref	Scenario	Employee Action	Initial Action	Follow up action	Outcome	Post Event Action
1	<b>Employee taken ill at home with the noted 7-day isolation symptoms and self isolates for 7 days</b>	<ul style="list-style-type: none"> <li>Inform supervisor of need to self-isolate.</li> <li>Employee remains away from work for 7 days.</li> <li>If symptoms worsen call NHS 111</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor completes FN121.</li> <li>Form submitted to J Chambers.</li> </ul>	<ul style="list-style-type: none"> <li>Follow status of employee. Is COVID-19 confirmed?</li> </ul>	<ul style="list-style-type: none"> <li>Employee returns to work.</li> <li>RTW completed.</li> <li>Incident closed out</li> </ul>	<ul style="list-style-type: none"> <li>None required</li> </ul>
2	<b>Employee reports that a member of their household has developed symptoms of COVID-19</b>	<ul style="list-style-type: none"> <li>Inform supervisor of need to self-isolate.</li> <li>Employee remains away from work for 14 days.</li> <li>If symptoms worsen call NHS 111</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor completes FN121.</li> <li>Form submitted to J Chambers.</li> </ul>	<ul style="list-style-type: none"> <li>None Required</li> </ul>	<ul style="list-style-type: none"> <li>None Required</li> </ul>	<ul style="list-style-type: none"> <li>None Required</li> </ul>
3	<b>Employee reports to work and is taken ill at work</b>	<ul style="list-style-type: none"> <li>Employee asked to leave work.</li> <li>Requested to contact local health service.</li> <li>Employee remains away from work for 7 days.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor Completes FN121.</li> <li>Form submitted to J Chambers.</li> </ul>	<ul style="list-style-type: none"> <li>Follow status of employee. Is COVID-19 confirmed?</li> <li>Inform and Monitor work colleagues for symptoms</li> </ul>	<ul style="list-style-type: none"> <li>Employee returns to work.</li> <li>RTW completed.</li> <li>Incident closed out</li> </ul>	<ul style="list-style-type: none"> <li>Depend on confirmation of COVID-19, may become scenario 4</li> </ul>

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		<ul style="list-style-type: none"> <li>If symptoms worsen call NHS 111</li> </ul>				
4	<b>Employee ill/confirmed ill whilst at work, self isolates and is confirmed as sufferer of COVID-19</b>	<ul style="list-style-type: none"> <li>Employee remains away from work until medically certified fit to work.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor Completes FN121.</li> <li>Form submitted to J Chambers.</li> <li>JC to inform Directors</li> </ul>	<ul style="list-style-type: none"> <li>Obtain employee work locations, activity and work contacts.</li> <li>Request work contacts to self-isolate.</li> <li>Close work locations and begin Deep clean</li> </ul>	<ul style="list-style-type: none"> <li>Monitor self-isolating work contacts.</li> </ul>	<ul style="list-style-type: none"> <li>Confirm location can be reopened.</li> </ul>
5	<b>Employee ill/confirmed ill whilst away from work, self isolates and is confirmed as sufferer of COVID-19</b>	<ul style="list-style-type: none"> <li>Employee remains away from work until medically certified fit to work.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor Completes FN121.</li> <li>Form submitted to J Chambers.</li> <li>JC to inform Directors</li> </ul>	<ul style="list-style-type: none"> <li>Obtain employee work locations, activity and work contacts.</li> <li>Request work contacts to self-isolate.</li> <li>Assess risk and need to close work locations</li> </ul>	<ul style="list-style-type: none"> <li>Close work locations and begin Deep clean.</li> <li>Monitor self-isolating employees.</li> <li>Review need to close location, halt works.</li> </ul>	<ul style="list-style-type: none"> <li>If closed, Confirm location can be reopened.</li> </ul>
6	<b>Employee returns from a Category 1 country/area and self isolates for 14 days</b>	<ul style="list-style-type: none"> <li>Employee remains away from work for 14 days unless symptoms develop. If develop remain away until medically certified fit to work.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor Completes FN121.</li> <li>Form submitted to J Chambers.</li> </ul>	None Required	None Required	None Required



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7	Employee returns from a Category 2 country/area and self isolates as has noted symptoms	<ul style="list-style-type: none"> <li>Employee remains away from work until medically certified fit to work.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor Completes FN121.</li> <li>Form submitted to J Chambers.</li> </ul>	None Required	None Required	None Required
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9.2 Visual diagram of durations required for self-isolation

Scenario / Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
1	X	7 days from becoming ill						✓							
2	X	14 days from household becoming ill												✓	
3	X	7 days from becoming ill						✓							
4	X	7 days from becoming ill						✓							
5	X	7 days from becoming ill						✓							
6	X	14 days from return from category 1 area												✓	
7	X	7 days from becoming ill						✓							

KEY X First day symptoms show ✓ OK to return to work

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9.3 Category 1 and 2 Countries and Areas.

Category 1 Countries / Areas	Category 2 Countries / Areas
Wuhan city and Hubei Province, China	Cambodia
Iran	China
Daegu or Cheongdo (Republic of Korea)	Hong Kong
Italy	Japan
	Laos
	Macau
	Malaysia
	Myanmar
	Republic of Korea
	Singapore
	Taiwan
	Thailand
	Vietnam

9.4 For current status of high risk countries and areas, category classifications can be checked at:

<https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk>

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**10.0 Incident Assessment and Planning**

10.1 As soon as it becomes apparent that the site / office may be dealing with a case of COVID 19, the Company Director responsible for that scheme will undertake an initial assessment as outlined below to assist with the development of a strategy for the situation as it arises.

<b>Step 1</b>	<b>FIND OUT THE FACTS</b>	<ul style="list-style-type: none"> <li>• What information is required?</li> <li>• How do we find out?</li> <li>• What is the best assumption?</li> </ul>
<b>Step 2</b>	<b>UNDERSTAND THE FACTS</b>	<ul style="list-style-type: none"> <li>• What are the facts?</li> <li>• What remains unknown?</li> <li>• What assumptions have been made?</li> </ul>
<b>Step 3</b>	<b>IDENTIFY THE ISSUES</b>	<ul style="list-style-type: none"> <li>• What are the key issues?</li> <li>• Who are the Stakeholders?</li> <li>• What are the possible consequences?</li> </ul>
<b>Step 4</b>	<b>PRIORITISE THE ISSUES</b>	<ul style="list-style-type: none"> <li>• Identify the immediate, mid and longterm objectives?</li> <li>• What is the priority for each issue now?</li> </ul>
<b>Step 5</b>	<b>DEVELOP &amp; IMPLEMENT STRATEGY</b>	<ul style="list-style-type: none"> <li>• What are our responses?</li> <li>• What do we want to achieve? And when?</li> <li>• Who is responsible for implementation?</li> <li>• Any additional support required?</li> </ul>
<b>Step 6</b>	<b>CHECK EFFECTIVENESS</b>	<ul style="list-style-type: none"> <li>• What objectives have been achieved?</li> <li>• Has the strategy been effective?</li> <li>• Are additional actions required?</li> <li>• What are the lessons learnt?</li> </ul>

**11.0 External Communications**

11.1 Any communication with the client and / or key sub-contractors on a site which is affected by COVID-19 must be cleared with a Company Director.

11.2 Communication with National Press must be handled by John McCann.

**Appendix – Summary of included Items**

1 – FN121 Self Isolation Report Form - Rev A

2 - FN122 Employee COVID19 Risk Assessment - Rev A

Approved: Ben Feltham	 <b>McCann</b> Self-Isolation Report Form	Form: <b>FN121</b>
Personnel Folder - Medical		Revision: A
Page: 1 of 1		Issued: 20/03/2020

**Part 1 - Details of person self-isolating**

<b>Full Name:</b>									
<b>Date declared self-isolated:</b>									
<b>Follow Up Contact Number:</b>									
<b>Reason for Self-Isolating – Tick Options below</b>									
Have 1 of 4 Symptoms (tick below)		Household member has Symptoms			Household member tested positive COVID-19				
Tested positive for COVID-19		Return from Cat 1 Country			Return from Cat 2 Country				
Underlying Medical Reasons		Other, please detail:							
Symptoms Displayed, if Any:		A new, constant cough		Fever		Fatigued		Shortness of breath	
<b>Scheme:</b>									
<b>Contract Number:</b>					<b>Client Name:</b>				
<b>Employer:</b>									
<b>Role on Site:</b>									
<b>Potential Close Contact with following individuals:</b>									
<b>Locations been in last 24 hours:</b>									
<b>Line Manager / Supervisor Completing this Form:</b>									

Once completed, email to Joanne Chambers [j.chambers@jmccann.co.uk](mailto:j.chambers@jmccann.co.uk)

**Part 2 - To be completed by the Office**

<b>Has COVID-19 been confirmed on the individual?</b>		<b>NO</b>	<b>YES</b>
<b>Response plan required?</b>		<b>NO</b>	<b>YES</b>
<b>Details of response plan:</b>			
<b>Expected Return Date:</b>		<b>Actual Return Date:</b>	

Approved: Ben Feltham	 <b>McCann</b> <b>Employee COVID-19 Risk Assessment</b>	Form: <b>FN122</b>
Personnel Folder - Medical		Revision: A
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Current Medical Details of Employee	
<b>Full Name:</b>	
<b>Current Contact Number:</b>	
Please read the lists below and tick anything that is applicable to you	
You are aged 70 or over	
You have chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis	
You have chronic heart disease, such as heart failure	
You have chronic kidney disease	
You have chronic liver disease, such as hepatitis	
You have chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy	
You have diabetes	
You have problems with your spleen – for example, sickle cell disease or if you have had your spleen removed	
You have a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy	
Are you pregnant	
You have been informed by your doctor that you are in the high risk Category	
<b>NONE OF THE ABOVE</b>	
<b>Sign:</b>	<b>Date:</b>

**Once Completed please return this form to Head Office for the attention of Joanne Chambers**

If you have ticked any of the above health issues apart from "NONE OF THE ABOVE", then you are considered at increased risk from severe illness from COVID-19.

Anyone at increased risk must be very stringent in following social distancing measures.

Social distancing measures are steps you can take to reduce the social interaction between people. This will help reduce the transmission of coronavirus (COVID-19). The steps are:

1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough
2. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible
3. Work from home, where possible. Your employer will inform you if this is a possible for your job role.
4. Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs
5. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media
6. Use telephone or online services to contact your GP or other essential services

Everyone should be trying to follow these measures as much as is practicable.