

COVID-19

Action Plan & Risk Assessment
26th March 2020



The Jubb Board has been focussed on our emergency planning to address this crisis for several weeks. In mid-February, we developed a robust plan to ensure, as far as possible, that our staff remain healthy and connected, that our business can continue to function with its normal proactivity and vigour, and that we can continue to service our Clients' needs in a safe and responsible fashion.

As of the above date, the following measures describe the Covid-19 Continuity and Safety Plan for Jubb Consulting Engineers, our staff and our Clients:

Communication

- We have provided guidance and information regarding Coronavirus (COVID-19) to all Employees, Contractors and Temporary Workers.
- We have actively promoted the advice provided by the Government and the NHS with regard to reducing unnecessary contact, hand cleanliness and methods of reducing the spread.
- We are monitoring the advice provided by the Government, the NHS, the Health and Safety Executive and ACAS, and are taking calm and considered steps when necessary.
- We are providing regular updates to staff based on advice available at the time.
- We maintain a Company Statement on our website: <http://www.jubb.uk.com>

Office Hygiene

- Hand sanitisers and well stocked bathrooms have been made available to all staff since mid-February.
- Cleaning products have been provided for touch-base equipment in all offices and extensive instruction and guidance on its appropriate use provided.
- All staff instructed to clean their own workstations with disinfectant wipes on a daily basis.
- Additional professional cleaning was commissioned for all common areas and touch points.
- In the event of any employee becoming infected, we have plans in place to close the affected office(s) and to engage a deep clean of the office before the office is re-opened.
- As of close of business 24th March 2020, all offices are closed to everyone except for limited business critical functions that cannot be delivered remotely. Where, in exceptional circumstances, some staff in these functions must access the office, social distancing measures are in place and will be enforced.

Health

- All staff have been made aware of where to find information about spotting the symptoms or Coronavirus and have been instructed to use NHS 111 if they feel unwell.
- All staff have been asked to self-quarantine if they, or a member of their family, shows signs of coronavirus, and to seek advice from NHS 111.
- We have requested all staff to make senior management aware of any contact with anyone who has recently visited countries listed on the Foreign & Commonwealth Office website.

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- We have requested all staff to make senior management aware if they feel at greater risk or within a vulnerable group. Specific Risk Assessments are undertaken in this instance to ensure enhanced protection is provided to these individuals.
- We have requested all staff who feel they may have come into contact with a confirmed case of Coronavirus to report this and to self-isolate until further notice.
- We have requested all staff to report in remotely if feeling unwell with cold/flu like symptoms even with no other Coronavirus link and where they are working from home. No staff feeling unwell in this circumstance has been permitted to work from an office since 1st March 2020

Continuity of Service

- Remote working capability has been facilitated for all staff. This involved a combination of providing additional hardware and/or software to meet individual needs.
- We have added and upgraded anti-virus software to any personal hardware that is being used to protect our business systems and data.
- We have implemented test closures of all offices individually to test the robustness of these systems and VPN lines. Lessons learned from these test runs have been implemented to further improve our remote working capability.
- MS Teams was already an integrated communication tool across the business, but we have provided updated training and test runs to ensure that all staff are confident in its use and capability. The use of the platform has been encouraged to be extended to external parties when remote working.
- Offices remain open for business for staff engaged in business-critical services only. All other staff are now required to work from home. For those staff who must work from the office, we have systems in place to ensure:
 - no lone working
 - appropriate social distancing measures can be taken
- We have introduced an upwards reporting requirement on a daily basis from all team leaders to advise on health and wellbeing of all staff.
- We have asked team leaders to hold a daily MS Teams meeting to ensure that workload is planned effectively to allow resources to be re-allocated as needed to safeguard project delivery.
- We have provided advice on our website and email signatures to advise Clients on how best to reach us through this period of uncertainty.

Meeting Business & Travel

- No International business travel is permitted.
- All inter-company travel, and cross office meetings has been limited to phone calls and MS Teams. No travel to inter office meetings is permitted.
- All business travel of any kind is to be avoided. Staff are required to contact Clients to explore options for video conferencing as an alternative method of meeting or to postpone the event.

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Personal Travel Abroad

- All staff must disclose ANY overseas travel to any destination prior to departing.
- On return, staff must seek permission to return to work before attending any office or external meeting.
- Staff returning from a trip abroad with any cold or flu like symptoms, must check in with line management before returning to work.

With the escalating crisis across the country, this early planning is paying dividends and we remain fully open for business with our headline objectives all currently being satisfied. The Jubb response is being headed by the full Board who hold a daily MS Teams meeting to review changing requirements identified from within or outside the business.

There can of course be no guarantee that any of these measures will fully protect our business, however we are as confident as we can be that we have taken all reasonable measures to minimise the impact on our production capacity and health.