# **COVID-19 Policy Statement**

The COVID-19 company policy includes the measures we are actively taking to mitigate the spread of COVID-19. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment.

* UK Windows & Doors Group Ltd (The Company) will follow Government Guidelines and practices to restrict the spread of COVID-19 by developing appropriate procedures and safe systems of work.
* The Company will carry out risk assessments specifically for COVID-19 in the workplace.
* The workplace will be regularly audited with regards to COVID-19 to ensure the safe working practices, procedures and standards are suitable, to ensure compliance and highlight improvement opportunities.

**Key measures implemented to restrict the spread of COVID-19**

* Work from home, where possible.
* Meetings to be carried out via remote means, such as TEAMS/Skype, to reduce personal contact.
* 2 Metre social distancing is mandatory when in the workplace to reduce risk of infection.
* Measures have been put in place to support social distancing between workers:
  + Workstations modified to allow 2 Metre social distancing
  + One-way system for main access/egress routes implemented
  + Floor markings in areas of high footfall to indicate the 2 Metre distance
  + Screens/barriers erected where social distancing is not possible
* Extra provisions to ensure hygiene standards have been provided:
  + Where applicable, extra handwash stations, toilet provisions, and limitations to 1 person per toilet facility at any one time
  + Hand sanitiser is readily available at access/egress points, place of work and at food/toilet areas, and must be used when moving between areas
  + Cleaning materials have been provided, to regularly clean workstations/canteen areas
* PPE is provided where social distancing is not achievable – mask, gloves, face visors available.
* Signage has been installed to provide COVID-19 guidance, information, and safe practices, including handwashing and face mask fitting guidance.
* All persons returning to work, including visitors and contractors to receive a COVID-19 specific induction to communicate the precautions and expectations.

**What YOU must do**

* Employees and visitors are required to comply with the site Policies and Procedures and exercise a duty of care regarding their own health and that of other persons who may be affected by their acts or omissions whilst at work.
* **STOP THE SPREAD** – Stay at home if you or someone in your household has any of the following symptoms-
  + A high temperature over 38°C
  + A persistent cough or shortness of breath
  + Loss of smell or taste
* **WASH YOUR HANDS –** for 20 seconds or more when you
  + Get into work, after a break and when you get home
  + Eat or handle food
  + Blow your nose, sneeze, or cough
* **KEEP YOUR DISTANCE** – 2m – Keep your team safe

*The COVID-19 company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.*