

	Working Safely During COVID-19 Policy	PS028
		Issue Number: 01
		Issue Date:15/05/2020

1. Introduction

RT Infrastructure Solutions are closely monitoring the ongoing coronavirus (COVID-19) situation and taking prudent measures regarding the safety and well-being of its employees and associated clients to restrict the risk posed by COVID-19. Our response is being managed by our management team, who are holding daily virtual meetings. We are updating our policies in line with government advice and taking additional precautions where appropriate. Communications have been prioritised, and all employees are receiving updated guidance as new information arises.

We are following the procedures set out in our business continuity plan (BCP). We also have a series of contingency measures that will be applied to minimise the business impact and risk to individuals' well-being during this pandemic. Our policies and protocols related to COVID-19 supplement our existing Quality Management system

2. Scope

This policy applies to all RT Infrastructure Solutions operations, but it is specifically associated with managing the response to COVID-19.

3. Business Continuity Plan (BCP)

Our BCP outlines its effective response to actual or anticipated incidents affecting its business continuity. Specifically, the plan focuses on our ability to continue functioning as normal. BCP procedures are being applied to the COVID-19 outbreak. The main objectives of the plan are to

1. Provide a framework through which the key tasks for business continuity management and recovery can be achieved
2. Identify reasonable steps to protect and preserve the health, safety and welfare of employees and others involved throughout activities
3. Maintain an acceptable level of service and operational capability from the perspective of our customers or other interested parties
4. Assign responsibilities for actions in the event of a major incident affecting operations
5. Provide a structure for communication with employees and others regarding operational capability and recovery efforts.

The BCP sets out the roles and responsibilities of our staff relating to the plan.

4. Hygiene

We have enhanced hygiene requirements at all facilities, including vehicles, and are providing information and advice to employees.

Offices have been provided with hand sanitiser to keep at main entrances and other welfare areas, such as canteens. Specific guidance regarding hand hygiene has been communicated to all employees and includes

- Thoroughly washing your hands with soap and hot water for at least 20 seconds, including when you start and finish work, after working with dirt, dust or chemical substances, after using the toilet, before eating or handling food, after coughing or sneezing, after using a disposable tissue, before applying make-up, and before and after smoking.

Employees and visitors to RT Infrastructure Solutions facilities, including sitework locations, are also reminded to avoid physical contact when greeting each other. This includes handshaking, hugging and kissing.

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5. Social Distancing

All RT Infrastructure Solutions activities, including siteworks & training, follow the relevant country specific government advice on social distancing. This includes, but may not be limited to:

1. Keeping a minimum distance of 2 metres from other people;
2. Avoiding contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough;
3. Avoiding non-essential use of public transport where possible;
4. Avoiding gatherings of more than two people by staggering rest and meal breaks; and
5. Prevention of employees travelling together in the same vehicle unless social distancing can be maintained.

6. Working from home

Where practical, employees who can work from home, should do. Measures have been taken to ensure that this is safe and practical for as many employees as possible, including adapting roles and providing technical support. Our IT team has produced guidance for homeworking, which has been distributed to all employees. We have well-established means of electronic communication to keep our workforce connected and working as normal, e.g., Microsoft Teams, Skype, email and conference calls.

7. Travel and meetings

We are keeping employees up to date with relevant travel restrictions issued by the authorities. All non-essential business travel is halted. Employees are advised to restrict face-to-face meetings and use video and teleconference options whenever feasible. If meetings are essential, take the necessary precautions and follow government advice.

8. Clean desk policy

Where homeworking is not possible, individual employees are responsible for keeping their work areas clean and tidy. Workstations must be cleaned and left in a hygienic state at the end of every day, i.e., clean them with cleaning products. Additional cleaning materials have been made available at all offices.

9. Enhanced cleaning protocols

RT Infrastructure Solutions offices, and other working areas, will be consistently cleaned. We have introduced deep cleaning protocols, effective cleaning supplies and suitable PPE.

10. Self-isolation

Following government guidance, any employee exhibiting symptoms of coronavirus, however mild, will self-isolate for 7 days. If the employee lives with someone showing symptoms, they must stay at remain at home for 14 days from the day the person displayed symptoms. Coronavirus symptoms include a high temperature or a new, continuous cough. Because testing is not available for all suspected cases, we will treat every self-isolation as an assumed COVID-19 incident. The following protocol will be applied to anyone self-isolating:

- The employee will notify their line manager and provide details about their recent (last 72 hours) business-related movements, including who they have been in contact with and which surfaces (e.g., worksite, shared office space, vehicles, equipment, etc.) they contacted.
- The line manager will immediately notify our HR Manager who will arrange for a 2-m area surrounding the person's workstation followed by a deep cleaning of the areas following the agreed protocols.

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11. Mental health support

RT Infrastructure Solutions acknowledges that this may be a challenging time for many of its employees; so, it has measures in place to support each individual through the duration of the COVID-19 outbreak. With our in-house mental health first-aiders who are available to support the workforce. This internal support network is available to employees who are self-isolating or working from home. You can contact mental health first-aiders by phone, text or email. Employees are also signposted to external support services.



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