



WEC Group 'Living with Covid-19' Policy

Policy brief & purpose

This company policy guides all WEC employees on the Governments 'Living with Covid-19' plan. It also includes the measures we continue to actively take to mitigate the spread of coronavirus across the WEC Group. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace. This living with coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines.

Scope

This coronavirus policy applies to all WEC Group employees who physically work in office(s) and on shop floors. We strongly recommend our remote working personnel read through this action plan as well, to ensure we collectively and uniformly follow the guidelines.

Responsibilities

Senior Management is primarily responsible to ensure that all protective measures are implemented at all times. All Departmental Managers and Supervisors are responsible to implement and maintain safety measures defined in this document. Everybody is responsible to comply with the protective measures developed in this Policy.

Living with Covid- 19 plan

As your employer we continue to remain cautious around the 'living with Covid- 19' plan as we must remember we have a duty of care towards all WEC Group employees.

The rules and guidance which the WEC Group have put in place have been led by the principles of what is fair and reasonable to ask from all our employees. We must ensure that we continue to protect our employees with vulnerabilities who are within our workplace.

Positive Covid cases and Isolation

There is no longer a legal requirement to self-isolate when a WEC Group employee tests positive for Covid-19.

Lateral Flow and PCR testing

The government will no longer be providing universal free testing in England from 1st April 2022.

As a WEC Group employee you will continue to have access to lateral flow testing which will be available from your Manager or the HR department.

What happens if you test positive on a lateral flow test?

If the result of this lateral flow test is positive and you are well enough to continue to come in to the workplace please inform your Manager. A full risk assessment of your workstation can then be arranged to be carried out by the WEC Group H&S Manager or your direct Line Manager. This is to ensure we are reducing the risk of an outbreak across the business and protecting all of our employees.

Please strictly adhere to the following:

- Movements during your shift **MUST** be minimised as much as possible on shop floors/ office areas/reception/ stores
- Employees with Covid-19 **MUST** social distance at all times whilst on Company premises
- You **MUST** wear a face-covering whilst on Company premises. *It is important to use face coverings properly and wash your hands before putting them on and taking them off.*
- You **MUST** regularly use hand sanitiser which will be available

Reducing the risk of spread in the workplace

We ask that all WEC Group employees adhere to the following to allow for the WEC Group to cautiously follow the Governments plan of 'Living with Covid-19':

1. General hygiene rules to follow whilst at work:

- Regularly wipe touch points the, work surfaces, mobiles, phones, touch screens and all hand held equipment you use.
- Regularly wash your hands
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away.
- Put used tissues in the bin immediately and wash your hands.
- Do not touch your face if your hands are not clean.

2. General Cleaning

In addition to the general cleaning routine the cleaners will be ensuring the following areas are disinfected on a regular basis:

- Kitchen and canteen facilities, work surfaces and tables.
- Toilet facilities.
- All doors and handles, handrails and dispensers.
- Clocking in machines.
- All touch points within the group.

3. Offices

- All office employees to wipe down their own phones, computer keyboard and mouse with antibacterial wipes on a daily basis.
- Reduce the use of paper and the use of printers as much as possible.

4. Workshop

- Antibacterial wipes or cleaner and blue paper roll for cleaning must be readily available.
- Operators to clean the control panels of the machines and work areas; door handles etc.
- All tools which are returned to the stores must be wiped down with antibacterial wipes.

5. Meetings

- Use remote working tools such as Microsoft teams where possible to avoid in-person meetings.
- Only absolutely necessary participants should attend in person meetings
- Avoiding transmission during meetings, for example, from sharing pens and other objects.

6. Common areas/canteens/toilets

- Access to canteens to be minimised

7. Visitors to site

- Limit the number of visitors - unless business critical, encourage remote connection e.g. Remote Conference calls.
- Limit the number of visitors at any one time.
- External customers /suppliers must sanitize hands when entering receptions.

8. Suppliers Deliveries

Deliveries:

- Minimise person- to person contact during deliveries to other sites.
- Maintain consistent pairing where two-person deliveries are required.
- Minimise contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.

9. First Aiders

In case of accidents/incidents occurrence, first aiders involved should adhere to covid guidelines.