

Coronaviruses are a large family of viruses that can cause illness in humans and animals. Human coronavirus illnesses are generally mild, such as the common cold. However, some coronaviruses can cause severe diseases such as Severe Acute Respiratory Syndrome (SARS), which was identified in 2002, and Middle Eastern Respiratory Syndrome (MERS), which was identified in 2012.

COVID-19 is a new coronavirus that was first identified in Wuhan, Hubei Province, China in December 2019. It is a new strain of coronaviruses that haven't previously been identified in humans. COVID-19 is closely related to SARS and in the same family of viruses as MERS.

The World Health Organisation has announced that COVID-19 is a pandemic.

Mason Electrical Engineering Contractors aims to:

- Ensure all employees and contractors work in a healthy environment
- Minimise the spread of infectious diseases by having access to sanitisation products where appropriate and taking reasonable and appropriate action where required
- Ensure risk management principles are applied to all places of work
- Encourage all employees that feel unwell to stop any activity and report this to a supervisor or manager.

New protocols and social distancing in the workplace:

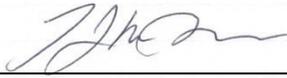
- Before work each day every employee is to check for symptoms of COVID-19 (this includes taking your temperature with a thermometer). If you have a cough, sore throat, shortness of breath or a temperature above 37.3°C, you must not come into work and phone your supervisor.
- You are encouraged, where possible to travel to and from work as well as between sites in your own vehicles (without passengers) if you have not been issued your own work vehicle.
- Work in smaller teams and practice distancing while onsite of 4m<sup>2</sup> (2m either side) where possible and limit closer interactions for a maximum time of 15mins.
- Stagger your lunch breaks during the day and eat outside on your own where possible
- Clean your worksites before and after work. This includes vehicles, touchpoints, tools, and any equipment if required.
- Use food safe disposable gloves when touching equipment that might be contaminated (such as light fittings or smoke detectors).
- Limit your visits to the office or workshop.
- Telephone customers before crews arrive to understand whether the customer is in isolation or a high-risk group.
- Limit face to face interactions with all clients. Where possible, crews will announce their arrival by phone and continue straight to the location of work. Signoffs or completions will be completed via emails and supported by photographs.

Issue Date	02/12/2020	Authorised by	TM	Issue No	1
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Monitoring and review:

Mason Electrical Engineering Contractors will review this policy 6 months after implementation (or when required) and annually thereafter. Effectiveness of the policy will be assessed through:

- Consultation with employees, the Health and Safety Committee (if applicable), management and where applicable to stakeholders.
- Review of the policy by management and committee to determine if objectives have been met and to identify any incidences or occurrences which affect this policy through active monitoring.

Manager Sign:  \_\_\_\_\_ Date: 02/12/2020

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