

COVID-19 STATEMENT

In light of the recent national and global events regarding the spread of the COVID-19 virus, we have implemented the following steps to ensure the least possible disruption to our on-going business.

Within our Senior Management Team, we have formed a Pandemic Coordination team, to develop appropriate strategies and an emergency response plan. The aim is to implement strategies to allow us to continue operating the business with the minimum of disruption and to react appropriately to updated information as it released.

In considering a variety of appropriate responses to likely scenarios, we are committed to following official guidance issued by the UK government. In doing so, all plans are subject to change, in line with updates to the official guidance.

STAFF COMMUNICATION

All members of staff have been issued details of the expected symptoms of the COVID-19 virus (commonly known as the Coronavirus), according to the World Health Organisation (WHO) and Public Health England (PHE) official websites and asked to be vigilant.

Any staff member experiencing symptoms are asked to call NHS 111 and to follow their recommended actions, including self-isolation if deemed necessary.

All staff have also been issued official guidance relating to preventative measures that should be taken. This includes notices specifically relating to COVID-19 and preventative measures, such as general hygiene and hand washing, being positioned around our office and around each operational site.

Designated Covid 19 PPE (masks and gloves) will be issued to operatives who come into contact with clients in their home during repairs or snagging. The exception to this will be people who fall into the vulnerable groups; they will be informed that the repair will not be issued until the Government advises that it is safe to visit people in these vulnerable groups. In this case please make a note of the repair and do not issue any work.

Where possible and appropriate, staff are encouraged to organise teleconferences in lieu of face to face meetings, using Skype, Zoom, Microsoft Teams, Horizon Facetime etc.

Our business operations are located in two distinct environments –our head office is Trafford Park, Manchester; the other being our construction site environments spread nationwide. P J Livesey strategy covers both the office and construction-based environments.

Signed: PETER LIVESEY

