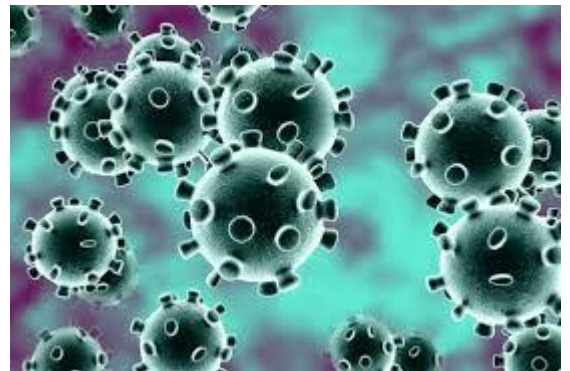


Coronavirus: Acceptable behaviours and new site rules

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All Bell Group site workers must follow new working practice to curb the spread of the Coronavirus and to also ensure we protect ourselves, the general public, other site workers, customers and clients:

- We aim where possible to focus on external works to minimise contact.
- External works will continue as normal. Known properties to have self-isolating/cases of COVID-19 occupants will require a BS030 risk assessment to be completed by your Contract Manager.
- Any URGENT/CRITICAL reactive internal works must be risk assessed by your Contract Manager on form CV003 'Coronavirus Site Work Risk Assessment'.
- Tradesmen to work in small teams of no more than 3.
- Teams must report directly to a Contracts Manager or Supervisor remotely and use videocalls or Skype to discuss work prior to starting and to show completed work prior to moving on to the next property.
- When working in teams on the same contract, site staff must not come together but instead work to personalised programmes to ensure continuity of work and minimal physical contact.
- PPE and access equipment will be supplied to individual teams and not shared. Any access equipment being transferred between teams must be thoroughly cleaned.
- High levels of hygiene must be maintained, and Bell Coronavirus updates must be abided by. Daily updates will be posted on our website page 'Together Bell': www.bellgroup.co.uk as well as emailed Bell Bulletins
- If sharing welfare facilities, welfare breaks must be staggered in the teams and all surfaces must be wiped down on entering and exiting any welfare provisions.



These minor alterations to our work methods, enable us to maintain the health of our operatives and other third parties.

Coronavirus: Acceptable behaviours and new site rules

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- Site operatives should avoid entering their branch office as of 17 March to allow for social distancing.
- Timesheets and any other paperwork should be submitted via email and any correspondence via telephone.
- Additional information about COVID-19 precautionary measures shall be provided to residents and building users at 14 day notification stage. (Coronavirus Resident Information Bulletin)
- 48hr notifications to include COVID-19 questionnaire to establish risk to site operatives. Instructing residents answering yes to any of our questions to inform us via text or phone immediately. (Coronavirus Resident Questionnaire)
- Operatives must not enter properties under any circumstances without a Risk Assessment (CV003) authorised by a Contracts Manager. This is to safeguard yourself mainly and minimise your risk of picking up the virus.
- No food or drink must be offered/accepted to/from any residents/tenants under any circumstances.
- CV005 – ‘Coronavirus Safe Working Practices, Micro Pack’ will be displayed around your sites in and in your vans as a constant reminder to keep yourself and others health and to help prevent the spread of the Coronavirus.

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