

Coronavirus Action Schedule **ISSUE 3 25/03/2020**



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Document/Email Issued	Sent by	Date of Issue	Where the doc can be found	Purpose of the doc	Issued to	Notes
Email regarding the outbreak of the Coronavirus in China	PB	14/02 /2020	On emails	To make people aware of the coronavirus in China	BM's	This information has now been superseded following government updates
Bulletin No 3 Coronavirus- Guidance	JW	02/03 /2020	Bulletin no 03 (2020) N Drive →Health and Safety File System, Corporate Health and Safety, 08 Bulletins, 01 2020	Current government guidance on symptoms, travel advice and how to protect yourself	BM's, AM's, BGD's & National Managers	This information has now been superseded following government updates
Bulletin No 4 Coronavirus – Hand Washing (along with Bulletin No 3 again)	RW	03/03 /2020	Bulletin no 03 (2020) N Drive →Health and Safety File System, Corporate Health and Safety, 08 Bulletins, 01 2020	Bulletin No 4 to be used as a Toolbox talk for all staff/operative with the main message about hand washing, other advice on the email with regards to hand sanitisers etc	BM's, AM's, BGD's & Bell Group UK	The information within this bulletin is still relevant!
Email regarding hand washing	JW	04/03 /2020	On emails	To reassure if no hand sanitisers are available soap and water is acceptable.	BM's, AM's, BGD's & National Managers	The information sent is still relevant!

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Document entitled – Coronavirus information	JW	04/03 /2020	Coronavirus Info Doc N Drive →Health and Safety File System, Corporate Health and Safety, 08 Bulletins, 001 Managers Info, 2020	Further information regarding the ‘current’ world ‘hotspots’ for the virus and the relevance to travel arrangements and self-isolation mandates from the government.	Bell Group UK	This information has now been superseded following government updates
Email – how/where to send specific questions to be considered by CAG. (Coronavirus Action Group).	PS	09/03 /2020	On emails	To have a channel to direct questions that can be considered and responded to appropriately	BM’s, cc BGD’s	This is still relevant; all questions go to Kate Watson who puts them on a spreadsheet (closed document) which is looked at on a regular basis by the CAG team.
Health Bulletin – Coronavirus update	RW	09/03 /2020	Health Bulletin (2020) N Drive →Health and Safety File System, Corporate Health and Safety, 08 Bulletins, 01 2020	Bulletin to be displayed for all, introduction to the new ‘meeting protocol RA’, reminder to wash hands and general update	BM’s, AM’s, BGD’s & National Managers	This information has now been superseded following government updates
Coronavirus Corporate Risk Strategy@1	RW	09/03 /2020	N Drive →Health and Safety File System, Corporate Health and Safety, 08 Bulletins, 001 Managers Info, 2020	Information sent to all managers on our position/strategy. (NOT TO BE DISPLAYED)	BM’s, AM’s, BGD’s & National Managers	This document is still relevant but NOT for use outside the Bell Group and is for manager information only.

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BS029- Meeting Protocol Risk Assessment (new document)	RW	09/03 /2020	N Drive →Health and Safety File System, Corporate Health and Safety, 02 Project CDM File Set up	Risk Assessment which needs to be used when considering the arranging of ANY meetings. These RA’s must be sent to Kate Watson to be saved for our internal checks.	BM’s, AM’s, BGD’s & National Managers	This RA is now suspended from use until such time as meetings can be arranged again. This document has been removed from the N Drive at this time.
Email supporting/re-enforcing key points following from entry above	PS	09/03 /2020	On emails	Supporting/re-enforcing key points following from entry above	BM’s, AM’s, BGD’s & National Managers	The information within this email is still relevant!
CAG (Coronavirus Action Group) Meeting held		09/03 /2020				
Email regarding email footers	JW	11/03 /2020	On emails	Handwashing footer sent out to add to emails to re-enforce and remind people of the importance of washing hands at this time	Bell Group UK	The information within this email is still relevant!

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Coronavirus Bell Group Strategy@1 (Along with BS0029, previously issued and no longer in use)	RW	11/03 /2020	N Drive →Health and Safety File System, Corporate Health and Safety, 08 Bulletins, 001 Managers Info, 2020	Information sent to all managers which can be shared with any external party to demonstrate how seriously we are taking this situation at Bell Group.	BM's, AM's, BGD's & National Managers	This document is still relevant and can be shared with any external party.
Coronavirus Memo BM's - 11.03.2020	RW	11/03 /2020	N Drive →Health and Safety File System, Corporate Health and Safety, 08 Bulletins, 001 Managers Info, 2020	Further guidance with regards to what you should do if someone is suspected to have the virus, following the government guidance	BM's, AM's, BGD's & National Managers	This information has now been superseded following government updates.
Bulletin No 6 Coronavirus – Bulletin Workers 11-03-2020	RW	11/03 /2020	Bulletin no 06 (2020) N Drive →Health and Safety File System, Corporate Health and Safety, 08 Bulletins, 01 2020	Bulletin No 6 to be used as a Toolbox talk for all operatives with the main message about current government travel mandates	BM's, AM's, BGD's & National Managers	This information has now been superseded following government updates.

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Email – reminder on requests/questions	KW	12/03 /2020	On emails	A reminder to the Group that any questions or requests to be sent to Kate Watson in the first instance so that they can be added to the spreadsheet for consideration by CAG.	Bell Group UK	The information within this email is still relevant!
Bell Group Stakeholder Contingency Planning & Stakeholder Action Plan	JW	13/03 /2020	N Drive →Health and Safety File System, Corporate Health and Safety, 28 Coronavirus documentation	Documents sent to HO to send to all suppliers and subbies to request info regarding their response to the current situation and what contingency plans they have in place.	H Gill, M Martin & S Stallard	These documents are still relevant and provide us with essential information regarding supplies and contingency plans
CAG (Coronavirus Action Group) Meeting held		16/03 /2020				
Bulletin added to all Bell screensavers/laptops etc on washing hands	JW					Request made to IT and up and running. This is still relevant!

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CAG (Coronavirus Action Group) Meeting held		17/03/2020				Urgent meeting called as changes made by government to guidance
Bulletin No 8 Coronavirus – Bulletin Workers 17-03-2020	RW	17/03/2020	Bulletin no 08 (2020) N Drive →Health and Safety File System, Corporate Health and Safety, 08 Bulletins, 01 2020	Bulletin No 8 -critical info sent out in response to changes by the government on the self-isolation period and that the symptoms can be either/or and not necessarily both and who would be considered a 'vulnerable person' and what they should do.	Bell Group UK	The information within this bulletin is still relevant!
Coronavirus Memo BM's - 17.03.2020	RW	17/03/2020	N Drive →Health and Safety File System, Corporate Health and Safety, 08 Bulletins, 001 Managers Info, 2020	Memo to BM's covering the need to record all self-isolations, to populate the new N Drive Self Isolation spreadsheet and updates as above on the government guidance.	BM's, AM's, BGD's & National Managers	Some of this information has now been superseded following government updates

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BS009e (addition to our current incident reporting procedure and for Coronavirus/self-isolation reporting only).	RW	17/03 /2020	N Drive →Health and Safety File System, Corporate Health and Safety, 02 Project CDM File Set up	We were using the BS009a forms to report all incidents/self-isolations but it was agreed to develop a coronavirus specific reporting form that could be used, the established procedures continue to be followed with ALL BS009 forms to be sent back to L Goode at BSS.	BM’s, AM’s, BGD’s & National Managers	This procedure is still relevant and must be sent to Linda Goode at Bell Safety cc Kate Watson.
Bulletin No 9 Coronavirus – Bulletin Site Protocols Workers 19-03-2020	RW	19/03 /2020	Bulletin no 09 (2020) N Drive →Health and Safety File System, Corporate Health and Safety, 08 Bulletins, 01 2020	Bulletin No 9 - to be used as a Toolbox talk for all operatives with the main message about NEW site rules for working at this time.	BM’s, AM’s, BGD’s & National Managers	This information has now been superseded following government updates

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New documents issued CV001-CV005	RW	19/03 /2020	N Drive →Health and Safety File System, Corporate Health and Safety, 28 Coronavirus documentation	5 new forms to be used to enable reactive and planned works to continue at this time. Form CV004 is for Kirkcaldy, Aldershot and P&D branches only, working on Reactive Maintenance. CV001, CV002, CV003 and CV005 apply to all planned works.	BM’s, AM’s, BGD’s & National Managers	The information within this email is still relevant! As are the documents CV001- CV005. These are updated frequently as and when required following the guidance from the government
Email – Launch of Coronavirus specific web page ‘Together Bell’ and ‘Coronavirus helpdesk’.	TB - Message from CB	19/03 /2020	On emails	To launch the Web Page ‘Together Bell’ which will be updated daily to reflect current guidance and advice from the government, also information with regards to homeworking and Wellbeing. The launching of the new specific Bell helpdesk coronavirus@bellgroup.co.uk also.	Bell Group UK	The information within this email is still relevant!

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BS 030 Volunteering Protocol RA	SM	20/03 /2020	N Drive →Health and Safety File System, Corporate Health and Safety, 02 Project CDM File Set up	Developed for use by the CEC’s when undertaking any voluntary work	A H	The information within this bulletin is still relevant!
CAG (Coronavirus Action Group) Meeting held		20/03 /2020				
Bulletin No 10 Coronavirus – Office Access Protocol	JW	20/03 /2020	Bulletin no 11 (2020) N Drive →Health and Safety File System, Corporate Health and Safety, 08 Bulletins, 01 2020	Bulletin No 11 -Info sent out to ensure our protocol is being followed, with regards to accessing Bell Offices and buildings.	Bell Group UK	The information within this bulletin is still relevant!
Coronavirus Memo BM’s – Site shutdown considerations 20.03.2020	JW	20/03 /2020	N Drive →Health and Safety File System, Corporate Health and Safety, 08 Bulletins, 001 Managers Info, 2020	Memo to BM’s regarding shutting down sites should the government implement their ‘mitigate’ strategy.	BM’s, AM’s, BGD’s & National Managers	The information within this memo is still relevant!
Contract Impact Sheet	KW	20/03 /2020	Kept by KW	Spreadsheet to be completed if any cancelled or delayed works	BM’s	The information within this email is still relevant! but NOT for use outside the Bell Group and is for manager information only.
CEC Contact details	CB	20/03 /2020	On emails and on the web page	Document issued with regards to community volunteering	Bell Group UK	The CEC contact list is still up to date.

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Commercial and Operational Risk Register	PS	20/03/2020	Kept by BM's	To assist with Coronavirus planning	BM's only	The information within this email is still relevant! but NOT for use outside the Bell Group and is for manager information only.
Coronavirus Action Schedule – issue 2	RW	22/03/2020	On web page Together Bell	Document to use as ‘aide memoir’ on documents issued and which are still up to date.	BM's, AM's Directors and National managers	This has now been updated issue 3 sent 25/03/2020
CV 003 Coronavirus Site Work Risk Assessment Coronavirus Memo 17/03/2020 BS009e Coronavirus incident reporting BS0029 RA meeting protocol (no longer is use)	RW	22/03/2020	See above when first issued	These document have all been issued previously (as above), however re-sent to ensure the message is consistent and to remind everyone of the current protocols	BM's, AM's Directors and National managers	The information within this email and the documents are still relevant (and have been updated since issue), but the memo on the 17 th is now superseded as is the BS0029 Meeting protocol RA!
Wellbeing-Coronavirus-Support for employees through CEC team Employee Assistance Leaflet	PB	23/03/2020	On web page	Document issued to support any staff members who may be self-isolating and offer assistance to employees where required. website.	BM's, AM's, cc Directors, AH & JL	The information within this email and the document is still relevant!

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Employee Assistance Leaflet	PB	23/03 /2020	On the website	Leaflet also sent out with the above email to remind people of our Employee Assistance programme; this information is also on the website.	BM's, AM's, cc Directors, AH & JL	The information within this email and the document is still relevant!
Email following PM announcement	CB	23/03 /2020	On emails	To inform senior management on the Bell group position following the official 'lockdown' from the PM.	National Managers	The information within this email and the document is still relevant!
Covid-19 letter for clients	KW	24/03 /2020	On emails	A letter for clients updating them with our official status following the announcement by the PM on the 'lockdown'	BM's, Lee H	The information within this email and the document is still relevant!
Coronavirus letter to our operatives following lockdown from CEO	PB	24/03 /2020	On emails	A letter to update our operatives with our official status following the announcement by the PM. Also explaining the status of 'furlough' and what it could mean.	BM's, AM's, cc Directors, JW	The information within this email and the document is still relevant!
CAG (Coronavirus Action Group) Meeting held		24/03 /2020				

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CV001-CV005 documents reviewed and re-issued.	JW	25/03/2020	N Drive →Health and Safety File System, Corporate Health and Safety, 28 Coronavirus documentation	Re-issued following review after new PM announcements	BM's cc AM's, Directors, BSS	The information within this email and the documents are still relevant for 'essential' works still being carried out
Email from CEO regarding communications and guidance/support	CB	25/03/2020	On emails	Message to all Bell UK to please remember for the most up to date guidance on the Coronavirus outbreak: 1) follow us on social media 2) look at the webpage www.bellgroup.co.uk/togetherbell	Bell UK	The information within this email and the document is still relevant!
Email from Training Manager regarding supporting Apprentices	JL	25/03/2020	On emails	To ask senior managers to keep in touch with their apprentices over the coming weeks until normal service resumes and encourage them to take up any offer of support as and when they are contacted.	BM's cc CEC's, HR, AH	The information within this email and the document is still relevant!

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Coronavirus Action Schedule – issue 3	JW	26/03 /2020	On web page Together Bell	Document to use as 'aide memoir' on documents issued and which are still up to date.	BM's, AM's Directors and National managers	The information within this email and the documents are still relevant