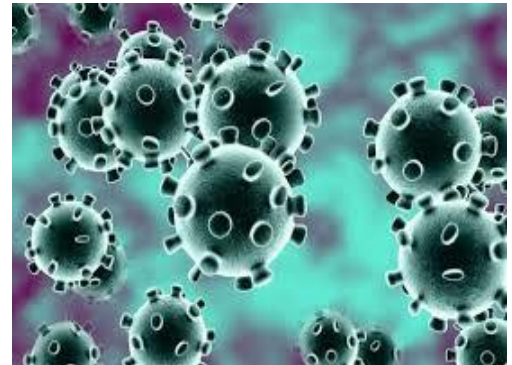


Coronavirus—Update 17.03.2020

We continue to monitor closely the developing situation regarding the Coronavirus, and we are continuing to follow the advice from the NHS and the UK Government. There have now been over 50 deaths in the UK with over 1500 confirmed cases. **The government COBRA meeting took place yesterday. This is the government's position: Stay at home if you have any coronavirus symptoms at all!**



-A high temperature – you feel hot to touch on your chest or back OR

-A new, continuous cough – this means you've started coughing repeatedly

1. Vulnerable People - Irrespective of your job at Bell Group: Those who are at increased risk of severe illness from coronavirus (COVID-19) must be particularly stringent in following social distancing measures. If you are a Vulnerable person you must go home and self-isolate. Workers will be on sick leave and paid Statutory Sick Pay from day one. (See Worker Health Bulletin 17/3/20 for the list of vulnerable people).

2. Site Based staff (Not classed as Vulnerable). We wish to continue to operate as many sites as possible, whilst still maintaining the safety of our people, our customers and building users. All managers must consider all current operations to maximise the use of small groups of operatives (two or three), there could be multiple small groups working on a given contract. Please consider scheduling or maximising contact with minimal interaction with the public and minimal management intervention, such as social housing. Projects with larger teams and public interaction should be postponed where possible.

3. Office based staff (Not Vulnerable): Working at home arrangements should be utilised as much as possible for the foreseeable future. We fully appreciate certain individuals or roles may be required to come to offices, for a specific period, however managers must assess this on a case by case basis and communicate this with their teams with immediate effect.

Critical Manager actions:

- Record all self-isolations on Form BS009e.
- Email all BS009e forms to Linda Goode and CC Kate Watson.
- Instruct all Workers and Staff to self-isolate if they have either of the symptoms (see Health Bulletin 17/3/20).
- Ensure all Vulnerable people self-isolate immediately (See Health Bulletin 17/3/20), working from home where possible.
- We must all work from home where possible. The only exception to this is where skeletal staff are preparing and facilitating the move to home working.
- Workers will be on Statutory Sick Pay from day 1. On sick as recorded for 7 or 14 days.

**Home working is the default position – take positive steps.
Vulnerable People Must Go Home now!**