



Coronavirus COVID 19 Policy

Newline Logic Limited ('the Company'), trading as Daracore, recognises that the health, safety and wellbeing of all those who work for us, as well as the general public, is always our priority.

In line with current guidance on COVID-19 from the UK Government, sites that we operate on remain operational where we are able to appropriately implement the Standard Operating Procedure (SOP) issued on 4th July 2020 by the Construction Leadership Council, and endorsed by Public Health England, to ensure the continued health, safety and wellbeing of all those who work with and for us.

General Hygiene:

- As frequently as possible, Employees must wash their hands with soap and warm water, for a minimum of 20 seconds.
- Employees must make regular use of hand sanitisers provided.
- Employees must avoid touching their face.
- Masks must be worn at all times throughout the project, including welfare areas.

Cleaning:

- Enhanced cleaning is to take place, this is to be completed by the Client within the construction sites, the Landlord in the office and the Company in the storage facility.
- Particular cleaning care is to be taken at touch points including:
 - Taps and washing facilities
 - Toilet flush and seats
 - Door handles and push plates
 - Handrails on staircases and corridors
 - Lift and hoist controls
 - Machinery and equipment controls
 - Food preparation and eating surfaces
 - Telephone equipment
 - Keyboards and other office equipment

Transport to and from Work:

- If they are able, Employees should avoid the use of public transport.
- The Company will pay for Employee parking, contact 07950 274 074 to arrange this.
- If an Employee must continue using public transport, they should wear a mask, wait for quieter carriages and spread out on the platforms. Wash hands before and immediately after traveling.
- The Company is providing formal letters to Employees, explaining their reason for travel.
- Staggered arrival and departure times to be communicated to Employees to reduce congestion at peak times.

Social Distancing:

- Where practical, Employees must maintain 1m plus separation between each other at all times, 2m wherever possible.
- For essential work that cannot be undertaken whilst maintaining a 2m separation:
 - Plan work to minimise time and the extent of close contact
 - Re-usable PPE must be worn and thoroughly cleaned after use.
 - Single use PPE must be disposed of to prevent re-use.
 - Do not share PPE
- Employees must avoid canteens and smoking areas if 2m separation cannot be achieved.
- Employees must bring pre-packed lunches and bottled water; they will not be permitted to leave site during the day to use local shops.
- Employees must not enter congested hoists or lifts; use the stairs.
- Employees must not pass others on stairs, corridors and access routes if the 2m separation cannot be achieved; hang back and wait till the route is clear.
- Employees must remain conscious of others, do not obstruct walkways and corridors where this would prevent others from maintaining a 2m distance.

Offices and Company Storage Facility

- Office staff must work from home whenever possible.
- Face to face meetings are not permitted, remote conferencing methods to be adopted.
- When attending the office or the Company storage facility, the above social distancing measures are to be followed

If any of the following apply, the employee must not come to work:

- Develops a new and persistent cough, high temperature or a loss of taste or smell.
- Is a vulnerable person.
- Is living with someone in self-isolation or a vulnerable person.

If an employee Falls Ill, they should:

- Return home immediately.
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin.

We recognise the situation is evolving, and we will continue to shape our approach and keep our Employees updated, whether working on site, in our storage facility, office or at home.

Authorised by the Directors, for and on behalf of Newline Logic Limited, trading as Daracore:

Signed:


Kevin Hodggers

Director

July 2020