

CCS Coronavirus (Covid-19) Action Plan – To CCS Clients

As the spread of the virus has increased, CCS management has informed all staff to follow the guidelines updated regularly by WWW.GOV.UK (see link below).

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19>

To this end, disinfectant is being used twice daily for all office equipment and worktops. Cleaning facilities have been increased. Staff have been asked to wash their hands regularly and avoid close contact where possible. Also cleaning of our offices has been increased with 3 deep cleans now being undertaken per week to prevent any spread and contain any current virus.

The update today from the Managing Director to the engineering staff is outlined below:

Due to growing risk and increase in spread of this virus, our clients and Government are providing additional guidance and suggestions and we are going to try to take as many precautions as we can.

Please see below, when you next come to the office or see your lead engineer/supervisor and please obtain the following items:

- 1 x box of disposable gloves
- 1 x bottle of hand sanitizer (you can also buy this on your credit cards or expenses)
- 1 x pack of FFP3 face masks (reusable)

We advise you wear a face mask and disposable gloves for each visit in to each property and dispose of gloves and sanitize after each job, only using the mask again. This is your discretion and we cannot make you do this, we advise you to do this to protect yourselves and potentially our customers and help reduce the overall spread of the virus.

The stores team are ordering and obtaining what they can, as much as they can and are monitoring with our supply chain to ensure we provide you with as much as we can to assist you in your jobs and keep everyone healthy.

We have already experienced cases of residents refusing us entry and cancelling appointments due to them having clear symptoms. We appreciate that many of your residents are vulnerable and require special consideration and we are working closely with all clients to monitor and manage the risk. We shall, if needed as a last resort, revert to critical emergency attendances only, or cease all planned work interventions that are not life and safety related. At this stage this may seem drastic action to take but we are monitoring the situation both nationwide and within our own business hourly.

We have added a new vulnerability code to our Protean management system as an attribute for sites and customers that identifies if someone has reported symptoms of Covid-19 so all staff are aware and we can assess any visits and the need for them.

CCS as a business will continue to take necessary action to contain and prevent the spread of Covid-19.

Regards,
Danny Gladwyn
Managing Director