

# SOVRIN

## COVID 19 Employer risk mitigation plan

Dated: 20th May 2020

### 1.0 Visitors to site

- Remote meetings held wherever possible
- Only essential visitors permitted
- Site induction - 'COVID 19' precautions
- Record kept of all site visitors

### 2.0 Employees

- Employees vulnerability assessed
- Working from home wherever possible
- Self isolation policy defined
- Regular line management briefing
- Employee movement between departments minimised

### 3.0 Social distancing

- 2m minimum social distancing surveyed throughout the premises
- Furniture and equipment moved to provide 2m gap wherever possible
- Protective screens fitted where 2m distancing gap is not in place
- Operations staggered to minimise risk wherever possible

### 4.0 Hygiene

- Hand washing facilities provided
- Hand sanitising points throughout the premises, at all key junctions, and all entrance points
- PPE provided
- Dedicated hygiene cleaners patrolling the premises
- All touch surfaces disinfected regularly throughout the day

### 5.0 Signage

- UK Government sign "Staying COVID-19 Secure in 2020" displayed on company notice boards
- Sovrin COVID 19 risk assessment, and pandemic plans, displayed on company notice boards
- 2m social distancing signs prominent throughout the facility
- 2m marking points prominent throughout the facility