# **ENSURING A** SAFE & HEALTHY RETURN TO WORK AMID COVID-19



Safety Matters
Think Safe. Work Safe. Be Safe.



Our Return to Work guidelines follow the UK Government's 5 key points for a COVID-19 Secure Employer

Work from home if you can

Carry out a COVID-19 risk assessment in consultation

Maintain 2 metres social distancing,

Where people cannot be 2 metres apart, manage transmission risk Reinforcing cleaning processes

As part of our COVID-19 Safe & Healthy Return to Work process, we have conducted a comprehensive business risk assessment in consultation with our employees and put in place a number of stringent control measures to ensure our employees, our customers and the general public are protected from virus transmission. These measures, which are compliant with the UK Government's guidelines for a 'COVID-19 Secure Employer', have been specifically designed to prevent the spread of COVID-19 and reduce related risks across all areas of our business. These measures include:

#### ON SITE

PROTECTING OUR EMPLOYEES & CUSTOMERS

Personal Protection Equipment (PPE) Including: mask; nitrile disposable gloves; safety glasses; disposable boot/shoe covers.

M Social Distancing Strict social distancing guidelines in place to maintain at least 2 metres between employee and customer.

Mygiene Items Including: antibacterial wipes & sanitiser to wash hands thoroughly before and after visits.

New and Updated Procedures Via method statements, risk assessments and e-learning modules to reduce risk.

## TRAVELLING TO SITE

PROTECTING EMPLOYEES & THE GENERAL PUBLIC



- Avoiding any unnecessary travel
- Use of disposable gloves and sanitiser for refuelling
- Avoiding unnecessary visits to fuel stations
- Paying contactless where possible
- Van stocked with sanitiser, antibacterial wipes and PPE



# YOUR HEALTH AND MENTAL WELLBEING



WE HAVE 2 **MENTAL HEALTH** FIRST AIDERS **WHO CAN SUPPORT YOU** IF NEEDED

# THE C-19 **PLEDGE**

Mobilising the business response to COVID-19

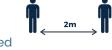


#### THE OFFICE

PROTECTING THOSE WHO CAN'T WORK REMOTELY

**Social Distancing** 

Strict social distancing guidelines in place to maintain at least 2 metres between colleagues. One-way flow system implemented with visual aids and signage.



N PPE

Face masks to be provided to all employees. Where 2m separation is not always possible, PPE to be provided in addition to other separation measures.



Start/Finish/Break Times

Staggered start, finish and break times to ensure people are apart during building entry and exit and not in close contact during breaks.



- **Strict Hygiene Measures** Including:
  - Hygiene training, guidance and reminders
  - Hand washing and surface cleaning materials provided
  - Hand shaking and gatherings at work prohibited



Travel Guidelines Including:

- Only essential business-related travel allowed
- All non-essential meetings
- changed to digital meetups Avoiding public transport and using alternative modes where possible: e.g. cycling/walking to work



Illness Employees not to leave home if they or any of their household have any symptoms of COVID-19, including a fever.

### A SAFE & HEALTHY RETURN TO WORK

Our Safe & Healthy Return to Work guidelines have been formulated in consultation with our employees and partners, and in compliance with the UK Government's latest official

Official advice via UK Government and devolved public health agencies is monitored regularly for latest details and best practice shared with employees relevant to their roles and locations. Our employees are kept fully briefed and up to date with latest COVID-19 advice on staying protected through regular communication.

Please note: the high-level guidelines displayed on this infographic are not exhaustive or fully indicative of our comprehensive Return to Work measures and risk assessment. You can request the guidelines in full at hello@rejus.co.uk or by contacting your dedicated Rejus contact.

Our Return to Work guidelines follow the UK Government's **5 key points** for a 'COVID-19 Secure' employer.

