



COVID-19 POLICY STATEMENT OF INTENT

INFORMATION ABOUT THE VIRUS

As a group, coronaviruses are common across the world. The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 10 days after contact with someone with confirmed coronavirus, it has been deemed likely that they have not been infected, however they may have been asymptomatic. How long any respiratory virus survives will depend on several factors, for example:

- What surface the virus is on.
- Whether it is exposed to sunlight.
- Differences in temperature and humidity.
- Exposure to cleaning products.

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours. We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

SIGNS AND SYMPTOMS OF COVID-19

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- A continuous dry cough
- A loss of taste or smell
- Fever (38°C/100.4°F)

HOW COVID-19 IS SPREAD

From what we know about other coronaviruses, the spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- Infection can be spread to people who are nearby (within 2 metres without mitigation) or possibly could be inhaled into the lungs.
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching doorknob or shaking hands then touching own face).

Our statement of general policy is:

- To promote physical distancing between employees.
- To promote physical distancing between clients, sub-contractors, and employees.
- To plan to provide physical distancing in welfare areas.
- To plan to provide facilities for hand hygiene.
- To promote responsible respiratory etiquette.
- To plan for the hygienic cleaning of contact surfaces.
- To plan and provide facilities for segregating anyone who shows symptoms of COVID-19 while on Squibb Group premises or sites.
- To plan for the hygienic cleaning and disinfection of surface if anyone shows symptoms of COVID-19 while on Squibb Group premises or sites.
- To comply with all Government legislation and guidance on all Squibb Group premises and sites.
- To have COVID-19 secure premises and sites.

Further Squibb Group guidance and safe working procedures have been written and are detailed elsewhere.

Signed:

Date: January 2021

MR LESLIE SQUIBB | MANAGING DIRECTOR