

1 June 2020

To whom it may concern,

**RE: AD Construction Group – COVID-19 Summarised Action Plan Updated**

It is a challenging time at present for all. This is no different for AD Construction Group. We can assure you that we are taking our legal duties and moral responsibilities seriously by implementing appropriate and measured controls based on government and industry guidelines.

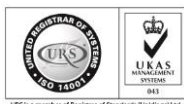
Below is a summarised view of the key action points from our business continuity plan. The plan is being continually monitored and reviewed to reflect the changing strategies of government towards this outbreak.

**Strategic action:**

- Directors monitoring government information streams daily
- Directors meeting daily – via Teams conference calls to look at further strategy actions
- Directors splitting their time in the office to limit potential for all to being struck down at the same time
- Key managerial personnel required to split their time in the office to limit the potential for all to be struck down at the same time
- Revision and update of the company business continuity plan
- Information sent out company-wide based on Public Health England and NHS guidance
- Information produced by HR Department outlining sickness absence and pay entitlement
- Working with external IT support to set up additional computers to allow more home working as needed
- Engaging with our suppliers & 2<sup>nd</sup> tier contractors to confirm their strategies for providing ongoing services to us
- Remobilisation plans in place tailored to each contract managers needs
- Additional funding set aside to address our COVID-19 mitigation strategy
- COVID-19 risk profiling of company personnel identified has being clinically vulnerable or extremely vulnerable and implementing appropriate control measures
- Government poster – "Staying COVID -19 Secure in 2020" Five Steps to Safer Working Together, now available on our website, displayed at our head office and displayed on our construction projects

**Head office:**

- Hand sanitizers located at entrance to building and 1<sup>st</sup> floor office encouraging staff and visitors to sterilise hands
- Soap, paper towels hot water provided
- Poster campaign throughout building detailing how to wash hands
- Information on display "Catch it, Bin it, kill it"
- Scheduled cleaning regime undertaken by external cleaning staff to wipe desks, keyboards, handles, handrails using sterilising solution
- Deep cleaning provisions in place as required depending on any notification of COVID-19 outbreaks
- Staff temperature readings to be taken and recorded with any necessary action taken in line with government guidelines
- Gym closure to be implemented until further notice
- Encouraging staggered work times (both arrival and leaving)



- Visual social distancing measures implemented (i.e. reduction in desks being used, staggered days for staff to work in office, auto-door closers fitted to key doors to avoid hands touching them, seating plans produced showing 2 metre spacings between employee workstations, disinfecting/hygiene points located around building to encourage enhanced cleaning)
- Personal disinfecting wipes provided to each workstation users

**Site based operation:**

- Hand cleansers made available on site and/or soap, paper towels and hot water provided
- Sanitising solutions available for staff to keep in their vehicles
- Trade staff receiving toolbox talks regarding good hygiene standards
- Trade staff toolbox talks to be delivered on COVID-19 (signs, symptoms, what to do, self-isolation, vulnerable groups)
- Trade personnel encouraged to wear gloves when working (so long as it does not give rise to additional risk e.g. use of certain power tools)
- Spectacles are being worn by trade staff to avoid eyes being touch and or debris entering eyes which would result in inadvertent touching of eyes
- Face coverings being implemented for site operations
- Risk assessment and method statement produced based on Construction Leadership Council guide – Site Operating Procedure and Government guide – Working Safely During COVID-19 In Construction and Other Outdoor Work
- Newly reviewed and updated risk assessments and method statements for work inside occupied premises (including communal areas)
- Trade staff temperature readings to be taken and recorded with any necessary action taken in line with specific client and industry guidelines
- Implementation of dynamic risk assessments for more fluid short duration activities
- Encouraging staggered work times (both arrival and leaving)
- Reduced numbers of personnel on site to assist in social distancing measures
- Construction Phase plans updated to reflect COVID-19 mitigation measures and working in occupied premises
- Poster campaign detailing how to wash hands
- Signs provided to remind staff of social distancing measures
- Visual social distancing measures implemented
- First aid kits enhanced with FFP3 masks for first aiders, sanitiser stations and coveralls

**Operational action:**

- Frontline staff (e.g. RLO's, Forepersons, Site agents) encouraged to limit interaction with vulnerable residents such as elderly, those with existing illnesses to a minimum by use of phones call -v- direct visits, posting information, emailing where appropriate)
- Avoid shaking hands when out and about – keeping social spacing as much as possible
- Staff to minimise the use of public transport as much as possible (if needed wear gloves to protect hands)
- Training courses such as first aid deferred until further notice. Other courses delivered with reduced attendees to allow for 1-2 metres spacing between learners (reconfigured table layouts)
- Some staff are being identified and set up for home working
- Some staff are being set up to work at site-based offices on our larger projects to avoid the need to be in the office
- Other contract teams are being set up on split rotations throughout the week, so that we minimise the amount of staff in the office at any one time who could be struck down by COVID-19
- Contract teams are being encouraged to reduce the number of people that need to attend progress meetings to the absolute minimum (others such as RLO's, Forepersons, QS feeding documented information to those attending)

**Communication:**

We understand the importance of ongoing communication between directors, senior managerial teams, and employees (particularly those shielded and/or furloughed). We have maintained lines of communication such as:

- Implementation of Microsoft Teams for daily meetings and informal discussions
- SHEQ committee members meeting via teams to discuss AD Construction Group's overall COVID approach
- AD Construction Group establishing a "YouTube" channel for communicating bespoke video messages for staff covering our social distancing measures and PPE/RPE requirements
- Bespoke hi viz jackets produced communicating the need for social distancing on site
- The use of staff-base, our internal company wide newfeed platform for quick and immediate distribution of key information (accessible via tablets, smartphones, and computers)
- Senior management meetings with minutes taken and distributed
- Line managers in regular email and/or phone communications with staff who are shielding and/or furloughed
- Information sent to staff furloughed and/or shielding regarding mental health support organisations

We trust the above, provides you with a degree of reassurance that we are taking the appropriate and measured actions to safeguard the health and wellbeing of our staff and those affected by what we do, while still delivering on our contractual obligations.

We will keep these measures under constant review and will scale up or down as developments unfold.

If you require any further details, please do not hesitate to contact me.

Yours faithfully,



**Richard Gordon CMIOSH**

**SHEQ Director**

T: 020 8269 6377

E: richard.gordon@theadgroup.co.uk