

# CORONAVIRUS (COVID-19)

## **RESPONSE PLAN**

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### **Internal and external communication**

The designed (COVID-19) Response Plan has been designed to minimise the risk to our staff and customers.

# Contents

Page 3	<b>1.0 Introduction</b>
Page 3	<b>2.0 Prevention Steps</b>
Page 4	<b>3.0 Outbreak Management, Containment and Self-Isolating</b>
Page 4	<b>4.0 Working from Home</b>
Page 4	<b>4.1 Office Including Field Sales Personnel</b>
Page 4	<b>4.2 Warehousing, Logistics and Manufacturing Personnel</b>
Page 5	<b>5.0 Supply Chain</b>
Page 5	<b>6.0 Outbound Logistics and Deliveries</b>
Page 5	<b>7.0 Further Information</b>

## 1.0 Introduction

The Site Supply Company, hereby referred to as 'the Company' not only employ individuals directly, but also maintain relationships with many different organisations in its supply chain and distribution base. This Response Plan sets out the company's position and procedures regarding the Coronavirus, COVID-19.

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## 2.0 Prevention Steps

The company will take all reasonable precautions to ensure that illness and COVID-19 do not spread in the workplace between employees or from employees to customers.

The company will ensure an appropriate standard of cleanliness and hygiene is maintained throughout the premises. The company will also ensure that a suitable cleaning schedule is in place and followed – See Ref – 080- Daily Covid Checklist

Employees are responsible for upholding high levels of personal hygiene and taking the necessary measures to assist the company in minimising the spread of COVID-19.

**The company have set out the following guidance that must be followed:**

1. Visitor ban on all visitors to the company until a date deemed appropriate.
2. Increased hygiene around the company's sites including the mandatory requirement for all employees and visitors to use hand sanitiser upon entering the building, this is made available in the reception area.

3. Signage has been positioned above sinks in the bathrooms to further encourage employees to wash hands with hot water for a minimum of 20 seconds.
4. Employees using the canteen must wash hands prior to using the kettle, the fridge or the Microwave.
5. Door handles, the canteen surfaces, sinks, pallet trucks, forklift controls, handrails and hand dryers, are to be cleaned with a disinfectant proven to be effective against Human Coronavirus every day and signed for by the responsible person.
6. Keyboards, phones and work surfaces will be cleaned by the user each morning before commencing work, aerosol disinfectant has been provided to all employees.
7. When coughing and sneezing, employees must cover the mouth and nose with flexed elbow or tissue – throwing the tissue away immediately and washing hands or using the hand sanitiser provided.
8. Employees that feel unwell will be asked to stay at home. Office based employees, if they wish, can work from home as per the section below, 'Working from Home'.
9. Due to how fluid the current Coronavirus situation is, a process has been put in place were the company's Operations Manager will be checking the government website.

### **3.0 Outbreak Management, Containment and Self-Isolating**

1. If an employee is diagnosed with COVID-19, the employee should not enter the premises but instead call their line manager or one of the company directors as soon as possible to make them aware.
2. The company's already enhanced cleaning procedure will help reduce the spread of COVID-19 within the business, but if deemed necessary we will utilise a deep clean within our whole premises with already purchased disinfectant canisters.

The company will continue to monitor the situation closely and ensure guidelines/updates published by the UK Government, Public Health England and World Health Organisation are adhered to and communicated to employees.

### **4.0 Working from Home**

Where possible the site Supply Company is encouraging and permitting 'Working from Home'.

### **4.1 Office Including Field Sales Personnel**

The company have over the last three years invested considerably into IT and communication infrastructure to enable continuous working away from the office for all office-based employees. The company have previously carried out several Working from Home trials that have been successful and met with no complications.

The company's systems are completely cloud based, ensuring all office based employees can work from home and carry out office based business critical tasks efficiently and effectively.

All employees have access to both Skype and Microsoft Teams which enables instant messaging, video calling, conference calling and screen sharing should this be required during Working from Home.

All procedures to enable Working from Home can be initiated outside of the business from a remote location with internet access.

### **4.2 Warehousing, Logistics and Manufacturing Personnel**

Unless notified by government order, the company's Warehouse, Logistics and Production operation will continue during the period of some office employees Working from Home. The Warehouse, Logistics and Manufacturing operation will utilise appropriate social distancing methods, maintain great hygiene procedures and disinfectant items such as tape guns, safety knives, forklift / palletised truck handles on a daily basis.

A no contact policy will come into force for all deliveries to the company, this will involve delivery drivers delivering consignments outside the company's warehouse doors whilst standing a minimum of 2 metres away from warehouse personnel. The consignments will not be signed for.

## 5.0 Supply Chain

The Site Supply Company has been extremely pro-active in attempting to secure products which at times have been completely impossible to procure. When products lines have been decimated, we have done our best to always provide alternative options for our customers.

For certain products, such as disposable gloves, face masks, hand sanitisers and other COVID-19 related products we have seen substantial increases in prices:- Prices which we have had to pass on to the end user. You can be rest assured that once normality resumes, the supply of products increases and demands wains, these prices will fall back into line.

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## 6.0 Outbound Logistics and Deliveries

The company have several preferred partners for the delivery of goods, including DPD, UPS and PalletWays. We also have our own Vehicle's for Local Delivery. This minimises the chance of delivery disruption.

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## 7.0 Further Information

For further information about the company's response to COVID-19, please contact Danny Mckeever:

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company

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