

The Martin Group of Companies

Incorporating:

H W Martin Holdings Limited

H W Martin (Fencing Contractors) Limited

H W Martin (Traffic Management) Limited

H W Martin Safety Fencing Limited

H W Martin (Plant) Limited

H W Martin Waste Limited

Amber Langis Limited

Premier Waste Recycling Limited

Lochrin Bain Limited

King Vehicle Engineering Limited



King Trailers Limited

King Transport Equipment Limited

King Highway Products Limited

Safety Vehicle Hire and Lease Limited

Employee Briefing Note: Coronavirus (COVID-19)

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15 May 2020

Employee Briefing Note - Coronavirus (COVID-19) - Issue 5

For the attention of all Employees

This Employee Briefing Note has also been published on the Group's website

Introduction

This fifth issue of our regular Employee Briefing Note contains new and updated information about the steps being taken by the Martin Group and those required to be taken by you to prevent the spread of COVID-19. It has been compiled following a comprehensive review of the "Working Safely During COVID-19" guidance documents published by the UK government on 11 May. The documents that cover "Construction and Other Outdoor Work", "Factories, Plants and Warehouses", "Vehicles" and "Offices" are relevant to the Group's activities. This briefing note summarises the results of the detailed risk assessments we have undertaken to address the risks of COVID-19 and outlines the mitigation measures required to control those risks.

Key Points:

1. **Follow the Social Distancing rules and stay at least two metres (three or four steps) away from others.**
2. **Maintain high standards of personal hygiene at work and at home.**
3. **Wear a mask where Social Distancing is not possible indoors, in enclosed spaces (e.g. when sharing a vehicle cab with someone else) or where required by the risk assessment for your work.**
4. **Use shared vehicles safely.**
5. **Keep your workspace clean.**
6. **Avoid or limit your use of communal areas.**
7. **Stay at home and arrange to get tested if you or others in your household have symptoms**
8. **Tell us if you have any suggestions or concerns about the Group's response to COVID-19.**

Social Distancing

Workspaces are being rearranged across the Group to ensure Social Distancing can be maintained. This may include changing seating arrangements, moving furniture, marking out safe walkways, placing screens between workstations, etc. It is important that you observe these measures and stay two metres away from others wherever possible:

- Always stay at least two metres (three or four steps) away from others
- Do not gather in mess rooms, at entrances or smoking areas during breaks or at the start and end of shifts
- Avoid face-to-face meetings
- Observe signs and special measures that have been put in place to help enforce Social Distancing
- If you must use communal kitchen or mess room facilities, do so one person at a time
- Be observant and take care to move around your workplace safely – avoid passing others closely in corridors, on stairs or when using walkways
- Do not hand tools, materials or paperwork directly to others – find a safe space where they can be dropped off for others to use or collect
- Do not queue to use shared office equipment such as photocopiers
- Do not sit or stand at other people's workstations or desks, or invite others to sit or stand at yours.

Hygiene Standards

It is vital that you continue to observe the government's advice and maintain high standards of personal hygiene both at work and at home:

- Wash your hands often with soap and water – do this for at least 20 seconds
- Always wash your hands when you get home or into work
- Use hand sanitiser gels when soap and water are not available

- Avoid touching your face, especially when your hands are not clean
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin straight away
- Wash your hands or use hand sanitiser before and after using clocking-in devices, entry control systems, etc
- Wash your hands or use hand sanitiser before and after using shared office equipment such as photocopiers
- Use disinfectant wipes provided to wipe down contact points (e.g. buttons, keypads, paper drawer handles) before and after using shared office equipment such as photocopiers
- Wash your clothes, including PPE, regularly – there is some evidence that the virus can stay on fabrics for a few days, though usually it is shorter.

Masks

The Group will issue masks to employees who, due to the nature of their work, are not always able to observe the Social Distancing guidelines. Masks should always be worn whenever work is being undertaken indoors or in enclosed spaces and does not allow workers to remain two metres apart, including when travelling in vehicles with more than one crew member. You should also wear a mask whenever the risk assessment for your work identifies that one is required – your line manager will brief you on this if necessary.

Use shared vehicles safely

The Group has supplied hand sanitiser and provided disinfectant wipes to allow shared vehicles to be sanitised. If you have any concerns about this, please contact your line manager in the first instance.

- Wash your hands with soap and water for 20 seconds, or use hand sanitiser before entering and after getting out of vehicles
- Vehicle interiors, door / grab handles and keys should be sanitised at the start and end of each shift, or between use by different operators / crews
- Wear a mask when travelling in or working from vehicles with more than one crew member
- Ensure the cab is ventilated – open windows and ensure that the ventilation system is on and drawing fresh air in. Don't use the air conditioning or set the ventilation system to recirculate
- Always wear gloves when fuelling vehicles, including when handling the pump and operating keypads, etc

If you are working for H W Martin (Fencing Contractors) Ltd on Network Rail infrastructure, you must comply with Network Rail's standards. Your line manager will brief you on this if necessary.

Keep your workspace clean

The Group has supplied hand sanitiser and provided disinfectant wipes to allow workstations to be sanitised. If you have any concerns about this, please contact your line manager in the first instance.

- Use disinfectant wipes provided to clean your work area (counter, desk, keyboard, drawer handles, etc)
- Ensure your immediate environment is sufficiently ventilated - open office windows

Communal areas

Whilst the Group will always meet its legal obligations regarding the provision of drinking water, hot water for drinks and appropriate facilities for meal breaks, employees are advised to avoid or limit their visits to kitchens and mess room facilities. Alternate options might include using your own bottled water or flask, eating lunch at your desk or outside in nice weather. If you must use the kitchen or mess room, please follow these simple steps:

- One person at a time
- Wash your hands first using soap and water for at least 20 seconds, or use hand sanitiser
- Make your own drink and food – avoid tea rounds or similar
- Wash any utensils that you have used or put them in the dishwasher
- Use disinfectant wipes provided to wipe coffee / tea / sugar containers, milk cartons, fridge / microwave / dishwasher / drawer handles, etc before and after use
- Avoid touching your face with your hands

Stay at home and arrange to get tested if you or others in your household have symptoms

In line with government and NHS guidelines, you must self-isolate at home for seven days if you have either a high temperature (you feel hot to touch to on your chest or back) or a new, continuous cough (this means you've started coughing repeatedly). If you become unwell whilst at work, please let your line manager know immediately. If you live with other people who develop symptoms, you should stay at home for 14 days from the day the first person got symptoms. After 14 days, if you do not have symptoms you can return to your normal routine. But, if you get symptoms, you should stay at home for seven days from the day your symptoms start, even if this means you're at home for more than 14 days in total.

You should arrange to be tested if you or a member of your household develops symptoms. You can apply for you and your household to be tested online: <https://www.gov.uk/apply-coronavirus-test>. Alternatively, the Group can arrange for you and your household to be tested via the Employer Referral Portal. Please speak to your line manager to arrange this. Once you have the results of your test(s) you should inform your line manager as soon as possible.

It is important those most at risk of severe illness are protected. You must let your line manager know if you have received a letter from the NHS, your GP or other health authority informing you that you have a condition that makes you clinically extremely vulnerable and at high risk of severe illness. Please also let your line manager know if:

- you think you have a condition that makes you extremely vulnerable but have not received a letter
- you have a condition that makes you clinically vulnerable and at increased risk of severe illness from coronavirus (COVID-19)

Tell us if you have any suggestions or concerns

We'd like to know if you have any suggestions or concerns regarding the Group's response to the COVID-19 pandemic. You can speak to your line manager, the nominated Senior Manager for your part of the Group, or send an email to the Group Health and Safety team at covid19@hwmartin.com.