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TO WHOM IT MAY CONCERN:

COVID-19 STATEMENT

In light of the recent national and global events regarding the spread of the COVID-19 virus, we have implemented the following steps to ensure the least possible disruption to our on-going business.

Within our Senior Management Team, we have formed a Pandemic Coordination team, to develop appropriate strategies and an emergency response plan. The aim is to implement strategies to allow us to continue operating the business with the minimum of disruption and to react appropriately to updated information as it released.

In considering a variety of appropriate responses to likely scenarios, we are committed to following official guidance issued by the UK government. In doing so, all plans are subject to change, in line with updates to the official guidance.

STAFF COMMUNICATION

All members of staff have been issued details of the expected symptoms of the COVID-19 virus (commonly known as the Coronavirus), according to the World Health Organisation (WHO) and Public Health England (PHE) official websites and asked to be vigilant.

Any staff member experiencing symptoms are asked to call NHS 111 and to follow their recommended actions, including self-isolation if deemed necessary.

All staff have also been issued official guidance relating to preventative measures that should be taken. This includes notices specifically relating to COVID-19 and preventative measures, such as general hygiene and hand washing, being positioned around our office and around each operational site.

Where possible and appropriate, staff are encouraged to organise teleconferences in lieu of face to face meetings, using Skype, Facetime etc

Our business operations are located in two distinct environments – our Stevenage Head Office and our sites.

CONTINGENCY PLANNING FOR OFFICE BASED STAFF

In the event of an office-based staff member contracting the COVID-19 virus, or if official advice is given by the UK government to generally self-isolate, the Stevenage office may be forced to be temporarily become socially isolated.

In this instance, all office-based staff members will be asked to continue working from home (assuming they are well enough or able to do so). All staff have access to our Integrated Management Systems via our 'Connect' portal and can access the company servers using a VPN connection.

All staff members who do not have current access to a laptop computer (desk top users) will be provided a laptop, where possible, by which to access their work during this period. Our IT department has laptops in stock to despatch as required.

All current laptop users have been asked to ensure that they are able to connect into the company servers and 'Connect' from home and to flag up any concerns. All staff have access to a current mobile phone list to enable them to contact other staff members or members of the Senior Management Team.

The hope is that our office-based staff can continue working as usual throughout any enforced isolation period, thereby minimising any disruption.

CONTINGENCY PLANNING FOR SITE BASED STAFF

In the event of a site-based staff member contracting the COVID-19 virus, or if official advice is given by the UK government to generally self-isolate, the affected site/sites may be forced to become socially isolated for a 14-day period or in line with government guidelines.

In this instance, all directly employed site staff members will be asked to continue working from home from their laptop computers (assuming they are well enough or able to do so) and mobile telephones. All staff have access to our Integrated Management Systems via our 'Connect' portal and can access the company servers using a VPN connection (as they currently do).

Naturally, in these instances, the work that our site staff will be able to undertake may be limited to managing and organising the associated programme and supply chain effects and keeping the client fully apprised, in preparation for the re-commencement of activities.

Supply chain members currently working on site may also not be able to access our site/s during isolation periods.

If it considered a viable option and ensuring that it does not contradict official advice, we may be able to deep clean sites and continue operations using replacement staff members.

In the instances outlined above, there may clearly be a degree of disruption and delay to any particular site, where self-isolation protocols are required. However, by allowing our site management teams to work from home and be in communication with office staff members, we hope to minimise the effect as far as possible.

SUPPLY CHAIN

We will continue to liaise with our supply chain to safeguard and manage any potential issues relating to the supply of labour and materials. Any issues will need to be addressed on a case by case or site-specific basis and mitigated as far as possible. In light of UK government advice, we appreciate some supply chain issues may be unforeseen and unavoidable

COMPANY UPDATES

In the current climate, updated advice is being provided on a daily or even hourly basis and speculation is rife throughout the media. Please be assured that the Senior Management Team are committed to following the official UK government advice and will issue updates to all staff and clients in a prompt manner.

Where any disruption to on-going projects is expected, we will promptly advise our clients and keep them fully apprised of individual action and contingency plans, once the parameters have been considered.

For and on behalf of ARJ Construction Ltd.



Sean Kneller
Director

13th March 2020