



COVID-19 Policy Statement

Park Electrical Services policy includes the measures we are actively taking to mitigate the spread of COVID-19.

Employees are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. While it is the Duty of Management to do everything reasonably practicable to prevent the transmission of coronavirus in the workplace, it is equally the duty of employees to exercise personal responsibility - to do everything necessary to protect themselves and those who may be affected by their acts or omissions.

In accordance with the Management of Health and Safety at Work Regulations and Government guidance relating to coronavirus (Covid-19), the company have undertaken Covid-19 Risk Assessments to identify measures to reduce workplace exposure to the virus. It is the duty of all employees to comply with the mitigation controls implemented by the company.

This Covid-19 company policies are susceptible to changes with the introduction of additional governmental guidelines. If so, employees will be updated as soon as possible by email or Microsoft Teams.

Scope This Covid-19 policy applies to all employees who are employed directly by Park Electrical Services, including subcontractors & visitors. We strongly recommend employees that can work from home to continue working from home unless they are unable to do so.

Sick leave Arrangements If you develop any of the symptoms associated with Covid-19, such as high temperature, new or persistent cough, loss or change to sense of smell and/or taste, you should request sick leave or work from home, if possible. If you have a positive COVID-19 diagnosis, you can return to the office only after you have fully recovered, with a doctor's note confirming your recovery.

Working from home Employees of the organisation are being asked to work from home. Any employee's ability to work from home is based on an objective assessment of whether the employee's work can be done from home without any detriment to the organisation's productivity or customer relations. Please refer to Park Electrical Services **Corona Virus Specific - Working from Home Policy**

Travel/Commuting Work trips and events can operate again, following social distancing guidelines and following agreement with Park Electrical Services Management. You can travel freely within CTA (Common Travel Areas), including Scotland, England, Wales, Republic of Ireland, Isle of Man and the Channel Islands. If you have been in the CTA for the last 14 days before entering Northern Ireland, you do not need to complete the form or self-isolate. In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate, customers, suppliers, and partners). If you normally commute to work by public transportation and do not have other alternatives, you can request to work from home as a precaution, if possible. If you are planning to travel voluntarily to a high-risk



country with increased COVID-19 cases, you may be asked to work from home for 14 calendar days, if possible. You will also be asked not to come into physical contact with any colleagues during this time. You will be asked to complete a Public Health Passenger Locator Form 48 hours prior to entering the UK. It will then be at the discretion of border control (UK) as to whether he/she is granted exemption but should qualify.

Personal & General Hygiene Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (following the 20-second hand-washing rule). You can also use the sanitizers you will find around the office and workshop. Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately. Open the windows regularly to ensure open ventilation. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).

External Sales the company has undertaken a Covid-19 Risk Assessment to identify measures to reduce workplace exposure to the virus when visiting customer premises. Telephone or email contact should always be made with the customer prior to travelling to site and if a visit can take place on agreement, planning is required to cover induction and adherence to specific Covid-19 related site conditions.

Social Distancing Always keep a 2-metre distance between you and other personnel, where possible throughout your working day, if this is not possible, suitable PPE will be provided. All employees in the office and workshop have been assigned desks/benches to ensure social distancing can be adhered to in the workplace. Risk assessments should be completed for works being undertaken on customer sites to ensure social distancing can be adhered to. External members of the public are advised not to enter Park Electrical Services facilities unless necessary or via the trade counter protected by Perspex. Signage is displayed throughout facilities. We recommend working from home. If this is impossible, you may work in the offices, adhering to social distancing guidelines.

General Manager

Date