



COVID 19 STATEMENT





At KEE Projects, we are firmly committed to delivering our services to the highest possible standard, without putting the health and wellbeing of our colleagues or our customers at risk.

We understand the importance of co-operating with our customers during times of uncertainty to create assurance that the right procedures are in place to ensure the safe continuation of business.

We have a Business Continuity Plan (BCP) in place which plans for a variety of potential business continuity incidents, including the impact of pandemic illnesses. As part of our BCP we have a team in place who are carefully monitoring the development of the Coronavirus outbreak.

This includes:

- Daily monitoring of the advice and guidance issued by the Government, Department of Health and Social Care, Public Health England and the World Health Organisation
- Daily monitoring of reported cases and infection rates
- Monitoring of Foreign & Commonwealth Office travel advice
- Reducing any non-essential travel
- Internal monitoring of absence levels in line with typical measures at this time of year
- Internal communications to provide updates to our colleagues

In addition to taking advice from leading public authorities, we are ready to put in place appropriate and precautionary measures should this be necessary

This includes:

- Enactment of part or all of our BCP for a particular site or group of sites
- Enactment of our IT BCP
- Engagement with third-party suppliers over their readiness for dealing with a pandemic

Our BCP includes:

- Ensuring relevant members of our team are facilitated with secure remote access to the office systems and software

- Ensuring relevant members of our team have mobile phones
- Contingency plans are in place for deep cleaning of offices and sites if required
- Ability to divert telephone numbers to remote numbers

In light of the recent outbreak regarding Coronavirus, KEE Projects, have put steps in place to ensure all staff are following the correct procedures to minimise the potential spread of the virus.

This includes:

- Actively instructing our staff that feel unwell to seek medical advice as per the Government's guidance
- Working from home where this allows
- Following the Government's guidelines on self-isolation
- Deferring all non-critical meetings
- Asking our clients to notify us if any of their staff have reported feeling unwell with the symptoms
- Ensuring all staff and visitors to our offices/sites read and follow the company's written risk assessment
- Encouraging staff and visitors to wash their hands or use hand-sanitiser on arriving on site or to our offices, after using public transport and after coughing and sneezing
- Encouraging video linking / conference calling to minimise group meetings where necessary.
- Regular cleaning regimes implemented throughout our offices and construction sites.
- Avoiding public transport where reasonably practicable and utilising other means of transportation temporarily.
- We will continue to watch carefully for new developments as the situation unfolds and adapt our policies accordingly.

Joe Loftus
Managing Director
Date: 16th September 2020