

Reef Water Solutions.

**Coronavirus (COVID-19) Contingency Plan. March 2020
(in relation to general Government Guidance as of 9th March 2020).**

Staff (General):

Other than general guidance on prevention through hygiene (and as per general Government guidance with regard to the prevention of spreading) staff will self-isolate if symptoms suggest infection and will remain at home for the recommended period. This applies to all staff, mobile and office based.

Visiting various sites and coming into contact with a relatively large amount of people is an inherent aspect of mobile operations for Engineers/Surveyors. Until advice changes, operations will continue as normal, but we will seek contact prior to attendance for any particular cases where susceptibility is increased. Advice to staff on hygiene and other efforts to reduce the chance of spreading the virus has been given.

POTENTIAL ESCALATION:

Operation (Office Contingency):

Office Staff can access the Business Management System remotely and thus, Reef will operate as normal from an administrative point of view if some or all staff need to work from home. Client Meetings will not be scheduled during this period. Use of the 'postbox@reefwater.co.uk' email address will ensure correspondence is visible to all core operational/administrative staff. For any sample queries, please add 'samples@reefwater.co.uk'

Operation (Mobile Contingency):

Any temporary reduction in staffing level due to self-isolation will lead to a rationalisation of scheduled works if necessary. Works considered higher risk (i.e. those related to domestic water hygiene) including reactive sampling/disinfections etc. will take precedent with affected clients contacted and informed prior to agreement of delay. We will request rescheduling from clients/sites affected as soon as possible in order to provide compliance.

For any visits scheduled where staff/individuals are considered higher risk (i.e. Healthcare Premises), if no particular guidance has been provided to Reef Water Solutions, we will seek advice on a site to site basis. This will also apply to any sites where abnormally high exposure to a large number of individuals is expected (i.e. Schools).

The contingencies above are based on current advice pertaining to the next phase should the virus spread. Any further escalation that recommends restriction/actually restricts movement will result in a more stringent version of the plan stated or a temporary cessation of mobile operations. Reef Water Solutions will provide an update to this plan as necessary should this happen.