



Site Operating Procedures - COVID-19 Policy

Marc accepts its responsibilities for sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This policy is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

These are exceptional circumstances and we will comply with the latest Government advice on Coronavirus at all times.

The health and safety requirements of any installation or Service and repair activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place. We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Site managers should remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population. If a site is not consistently implementing the measures set out below, it may be required to shut down.

Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition)
- Is living with someone in self-isolation or a vulnerable person.

Procedure if Someone Falls Ill

If a worker develops a high temperature or a persistent cough while at work, they should:

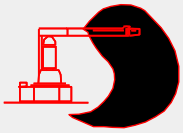
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

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Travel to Customers Site

Marc will travel to site alone using their own transport, sites need to consider:

- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- All Marc and associates will carry their own hand sanitiser for use throughout the day where appropriate
- **How someone taken ill would get home, is an issue**

Site Access Points

- Stop all non-essential visitors to the area where Marc are working
- Require all workers to wash or clean their hands before entering or leaving the site
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

Hand Washing

- Provide hand sanitiser where hand washing facilities are unavailable
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time
- Wash hands before and after using the facilities

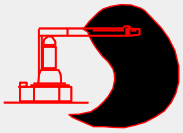
Site Duration

- overnight stays have to be limited due to Hotel and eating restrictions
- to reduce contacts, only one customers site to be visited per week
- remote support to be used wherever possible

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Canteens and Eating Arrangements

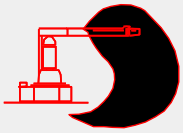
With cafés and restaurants having been closed across the UK, we recommend that staff do not to rely on customer canteens or local shops where practical.

- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
 - o Payments should be taken by contactless card wherever possible
 - o Crockery, eating utensils, cups etc. should not be used
- Tables should be cleaned between each use
- Only bottled water should be drunk on site
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift

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Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

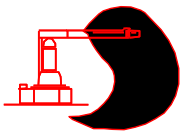
General Principles

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists must be used:
 - o Lower their capacity to reduce congestion and contact at all times
 - o Regularly clean touchpoints, doors, buttons etc.
- Ensure ventilation is on in enclosed spaces i.e. spray booths, paint kitchens etc
- Regularly clean the inside of vehicle cabs and between use by different operators.
- Do not share tools where practical to do so, should tools have to be shared, ensure they are wiped with disinfectant before and after use to stop cross contamination between users.

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Personal Protective Equipment

Normal PPE should be adopted as listed in the site Risk Assessment and Method Statement. In addition to the items detailed in the Risk Assessment and Method statement extra items will be required due to the risk of Covid 19 including; disposable coveralls, nitrile disposable gloves, safety glasses as issued by Marc for this purpose, disposable mask for use where social distancing is difficult to achieved or where required by site requirements. Hand cleanser to be carried and used at all time.

Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.
- Consider holding meetings via Zoom, Whatsapp, Teams etc.

This policy will be reviewed monthly and revised as necessary in response to changes in legislation or guidance on methods of working. Employee's, contractors, suppliers, and consultants are all required to cooperate with us in making this policy work.

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