



COVID-19
HEALTH AND SAFETY POLICY

Version 3, Issued by Daniel Harker Barnes on 2nd August 2020

This document is intended to be supplementary to EpicTech Media's standard Health and Safety policy. Within this document is guidance that applies to all EpicTech Media staff, contractors and suppliers at all times whilst completing work for EpicTech Media.

Section 1- Feeling Unwell

1.1- If you feel unwell prior to attending site, please inform your line manager and stay at home. Self-isolation may be required for 14 days.

1.2- If you exhibit symptoms of COVID-19 whilst on site, please inform a line manager immediately. You may be required to then return home and self-isolate for 14 days before returning to work.

1.3- If you feel someone else is showing symptoms of COVID-19, please inform a line manager immediately.

Section 2- Working Practices

2.1- All EpicTech personnel will be provided with PPE masks and gloves whilst working on a client site.

2.2- PPE gloves must be worn when working on sites.

2.3- Whilst working on site, social distancing of at least 1m between individuals must be observed when possible. If this cannot be adhered to then a PPE face mask must be worn, and hands washed prior and after to carrying out the work.

2.4- Particular attention to the frequency of hand washing is required. Please observed the guidelines outlined later in this document.

2.5- Hand sanitiser must be utilised where provided.

2.6- The unnecessary touching of surfaces must be avoided.

2.7- When performing a task, limit the need to do the following as much as possible:

- Rotate between jobs and equipment.
- Working in or near high traffic areas like corridors, turnstiles, and walkways.
- Work across different sites.

Section 3- Lunch and Breaks

3.1- Do not go on breaks in group, always ensure that social distancing is adhered to.

3.2- Where feasible, bring food from home for lunch to avoid going to shops unnecessarily.

Section 4- Travel

4.1- Personnel will endeavour not to share vehicles unless they are from the same household.

4.2- Personnel will endeavour to use private transportation wherever possible; public transport will only be used where necessary. PPE will be worn if using public transport.

Section 5- Warehouse

5.1- Sanitary gloves (provided in the warehouse) should be used where possible whilst prepping kit, to prevent cross contamination.

5.2- Sanitary wipes are provided in the warehouse and should be used to wipe down parts of equipment that are touched regularly where possible.

5.3- Where equipment is being prepped by multiple people and it is not possible to keep a distance of 1 metres plus, masks must be worn by all parties.

Section 6- Hand Washing Guidance



