

HUSH PM&C LTD COVID-19 policy

HUSH PM&C LTD (“HUSH”) recognize the exceptional times we are living due to the coronavirus [COVID-19] outbreak and has developed the following policy accordingly.

This policy is constantly updated in line with Government advice.

This document explains how HUSH PM&C LTD works and operates as a business and which contingency measures have been put in place to ensure our project are delivered to the best of our available resources.

1.0 HUSH’s View and Policy

To ensure an efficient delivery of our projects, HUSH staff are divided into two teams: Administration and Projects.

1.1 Admin Team

Our Admin team is responsible for office running, accounts, marketing, finance and the day to day operations of the business.

All our Administration team is fully operational and has been working remotely since the beginning of the pandemic and the establishment of lockdown measures. Please refer to our remote working information in section 2.1 for further details.

1.2 Projects Team

Our projects team is the largest division and includes job managers and support staff that delivers projects.

Our Projects team is fully operational and has been working remotely since March 2020.

We are encouraging our clients to use video conferencing. Our team can join meetings via Microsoft Teams, Zoom, Skype, Facetime, and other platforms.

Our team can start to return to work provided it is safe to do and that the location of such meetings allows for social distancing and hygiene provisions. This will only be allowed if government guidance allows for it.

All our staff are required to report if they are experiencing any symptoms of Covid-19 or have been contacted through the NHS track and trace system, arrange testing if available or self-isolate.

Upon arrival into the office all staff are required to take their temperature with a digital head thermometer, if the staff member has a temperature they are to self-isolate and arrange to be tested.

The team is being instructed to avoid meeting other team members if social distancing cannot be maintained. This is to ensure business continuity of our services.

To ensure their safety we have updated all our risks assessments taking in consideration the current situation and include the following measures

- Personal PPE is provided to each team member and is not to be shared with any other persons whom they encounter on site. We use only HUSH PM&C LTD PPE and do not make use of any site visitors PPE.
- Wash hands frequently and/or use alcohol-based hand sanitizer when soap and water are not available.
- Clean regularly contacted surfaces e.g. mobile phone, keyboard, desk etc. with antibacterial wipes.
- Maintain social distancing in accordance with government guidelines when on or travelling to site
- Avoid the use of public transport when travelling or travel out of peak hours if public transport cannot be avoided.
- Attend contractor’s briefing before going on site to ensure site specific working practices are adhered to.
- Leave site immediately if they have any concerns as to the safety of the workplace or contravention of the agreed workplace practices relative to Covid-19.
- Staff must wear face coverings in public places and on public transport as dictated by government guidelines unless they are exempt.
- HUSH PM&C LTD are aware of the latest Build UK Site Operating Procedures and are keen to encourage Principal Contractors to ensure their sites continue to operate in accordance with these guidelines and are encouraged to ensure Principal contractors manage their sites in full compliance with the latest guidelines.

2.0 HUSH PM&C LTD Remote Working

We have instructed to all our Admin team, Projects team and Operations team to work remotely where possible and to avoid contact with other team members where social distancing cannot be maintained. This will allow us continuity if any member of our team becomes ill and unable to fulfil their role temporarily.

We update our staff on a twice weekly basis with updates to all relevant government guidance.

2.1 Remote Working

From the formation of the company, HUSH PM&C LTD has always encouraged a flexible working approach and created its infrastructure around these values.

Everyone at HUSH PM&C LTD always has the option to work from the office, home or any other location, provided they have reliable internet connection.

All our staff, sub-consultants and contractors have been issued with a company laptop with all necessary fully licensed software.

Our basic package includes:

- Office 365 [word, excel, MS teams, project, one note, etc.].
- Adobe Acrobat.
- Dropbox.
- M-files.

2.2 How do we communicate with our team.

All internal communications are done via email, telephone or MS Teams.

This allows us to keep in touch with each individual team member, and continuously respond in real time.

As a team we have implemented bi-weekly team catch up's where the whole team comes together. This encourages a sense of community and support, which is important to the wellbeing of all involved particularly those in isolation.

2.3 Internal access to the HUSH network

HUSH PM&C LTD operates on a secure cloud-based filing system called M-files which we have been operating since the business started and enables staff to be able to access all documents and files at any time. Each document is document controlled via M-files.

All HUSH PM&C LTD equipment (laptops, phones and tablets, etc.) have secure access to the company Dropbox (Cloud based file storage) and communications system.

2.4 Remote IT support

Our company IT support is outsourced, our systems are on servers which are held off site and secure.

We have additional equipment available to courier to anyone in the team if it is not possible to resolve remotely.

3.0 Business as Usual

We have created an emergency response team using all our Managers and Directors to coordinate urgent decision making and all communications.

Our offices are now open with staff having the ability to work from the office or remotely.

HUSH PM&C LTD has set a strong foundation in procedures to support working remotely. The social distancing measures will not affect the company's ability to continue regular operations of the business.

Should there be new information, we will update this policy to reflect any changes.

4.0 Contact us

Our land lines [Mainline +44 (0) 203 705 9700] and direct lines have all been redirected to the team's mobiles phones and is fully operational.

Direct email remains the most efficient method of communication for external parties to contact the team.

For any general queries, email us at info@hushpmc.com which is constantly monitored.