



**WINTERS MARINE**  
LIMITED (LINCOMBE BOATYARD)



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# **Coronavirus (COVID19) Business Contingency and Continuity Plan**

**May 2020**

## **CORONAVIRUS (COVID19)**

### **Winters Marine Ltd- COVID19 Business Contingency & Continuity Plan**

As part of our commitment to employees and customers, Winters Marine Ltd has a Business Continuity Plan for the recent outbreak of the Coronavirus (COVID19). This ensures, during unforeseen circumstances, we are still able to offer our services which we distinguish ourselves and that our employees can continue to perform safely.

Winters Marine Ltd have addressed the risks to our employees and customers as a result of COVID19 so that we can inform, not cause panic to, others.

As a service provider the risks are minimal. However, we have taken the following actions to reduce the risk of spreading the virus:

- Our office and business will now remain open unless instructed otherwise by government bodies.
- When travelling to site customers and employees are asked to travel alone, or within their same household, using their own transport - public transport is not to be used
- If vehicle sharing is required by employees or customers outside their same household if this is permitted by the government, then this must follow the guidelines:
  1. Journeys should be shared with the same individuals and with the minimum number of people at any one time
  2. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
  3. The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces
- Winters Marine Ltd will continue to conduct their works in a safe manner, maintaining the social distancing of employees, being a minimum of 2 meters, where practicable for the task and activities being carried out. Where this is not practicable working methods will be adapted and PPE provided to ensure the safety of all personnel employed by Winters Marine Ltd. All personnel are to be supplied with face fitted RPE to FFP3, gloves for the task in hand, and safety glasses.
- Winters Marine Ltd will ensure hand washing facilities or sanitiser are in place at work premises and available to individual work gangs.
- EVERYONE is to wash their hands regularly for at least 20 seconds when arriving/leaving site, taking a break or going to the toilet.
- We request employees who have returned within 14 days from a part of the world affected by the virus, or have been in close contact with someone with, or who are themselves displaying symptoms, to self-isolate for a minimum of 14 days.
- Should an employee show or display any symptoms they must self-isolate for a period of 14 days together with any other employees working within a close environment.
- Staff deemed at high risk of contracting the virus will self-isolate in line with government guidelines with immediate effect.
- Isolated employees, where possible, will continue to work from home and remain in regular contact with colleagues.
- If an individual employee has contracted the virus then affected employees/ customers will be immediately updated by the management of Winters Marine Ltd and all recent contact areas on site will be thoroughly cleaned.
- Workload and responsibilities will be assessed and redistributed amongst the team, ensuring minimal impact, upon the employees and the business.
- Where shortage of labour occurs, Winters Marine Ltd will, where reasonably practicable, instruct competent sub-contractors to continue works to avoid disruption where possible to customers.
- Where possible we will conduct meetings by telephone conference etc.
- Where contractors are due to make a site visit or work on site they will contact Winters Marine Ltd to request their current protocols for access prior to attendance.

- Employees will not attend any events etc., until further notice, this includes business and private events.
- Employees of Winters Marine Ltd will avoid skin to skin contact at all times and wear gloves when dealing with customers. When gloves are removed hand washing must be carried out using the provided facilities for a minimum time of 20 seconds.
- Breaks, where possible, will be staggered throughout the day and the rest areas will be cleaned down after each use by each employee.
- Winters Marine Ltd will maintain continued co-ordination with contractors appointed and their protocol for COVID19 including working practices and welfare.

We at Winters Marine Ltd, continue to closely monitor the situation and will update our plans / advice accordingly.

Please contact Vicki Soole if you have any further queries relating to the above.

Whilst we are confident that Winters Marine Ltd has resilient processes in place to maintain continuity of business, employees and customers should be aware of the following potential risks arising from the current COVID19 emergency.

This list is not exhaustive, and customers should seek specific advice relating to their particular situation:

- Documentation delays, which could impact operational deadlines.
- Programme implications, which could impact handover dates and operational deadlines.
- Statutory approvals being withheld or delays.
- Reduced employee working hours / employee numbers.
- Reduced Operational opening times of Winters Marine Ltd.
- Delays / reduction in obtaining of materials for works being carried out.

The current situation remains fluid, and we are therefore continuing to monitor the potential implications very closely.

Signed:  ..... **Director**

Print: ALAN DEVES ..... **Director**

Date: 13<sup>th</sup> May 2020