

























Maintain high stock levels at head office - ensuring stock levels monitored on tracker	Preparation	Early sourcing for gloves, masks (disposable & reusable), shields, aprons, etc.	Compliance Manager	High	In place
Solutions to PPE sourcing difficulties	Preparation	Source from alternative suppliers high stock levels at head office Schedule pre-orders	OM	High	In place
<b>Cleaning Equipment/ Materials</b>					
Review current stock levels of key cleaning chemicals, materials, and consumables on site (disinfectant, sanitiser etc) and order additional requirements early prior to site reopening	Preparation	stock inventory checklist Operations site visit to review supplies Consumables - check with client	OM	High	In place
Ensure cleaning equipment and tools are in working condition	Preparation	Check PAT testing records Schedule overdue testing TBT refresher to all staff Safe use of Equipment TBT (visual checks etc)	OM	High	In place
Instruct/ train supervisors to request further stock early to ensure higher levels of stock is available	Return		OM	Medium	In place
<b>Head Office</b>					
Define who returns to work	Preparation	Risk assessments higher risk individuals Childcare commitments if schools not open	HR Manager	High	In place
Define COVID-19 additional roles and responsibilities	Preparation	One area/ responsible for deliveries -add signage isolation room (small meeting room)?	Senior Management	Medium	In place
Revise head office hours to consider options for head office to staff to commute outside of peak hours (earlier starts/ later finishes)	Preparation	Discuss/ agree as part of Senior Management Board meeting	Customer Experience Director	High	In place
Agree a phased return of head office staff - those with pre-existing medical conditions and those who can continue to work from home to be the last to return	Preparation		Customer Experience Director	High	In place
Prepare Head Office for return (reduce amount of frequent touchpoint surfaces, maintenance, supplies, sanitisation clean, etc)	Preparation	consider reduction touchpoint surface use (printers, fabric chairs, switches, telephones, etc.) Clorox T360/ pre sanitisation clean Check consumable supplies Check working condition of required items	Stores / IT	High	In place

Back in the office arrangements (day one onwards)	Return	<p>Enter by main entrance only</p> <p>Issue of antibacterial wipes for touchpoint cleaning</p> <p>Continue regular thermometer reading checks on all returning employees</p> <p>All employees to wash hands and sanitise on arrival and if returning from any outside business</p> <p>Operations team to remain away from head office</p> <p>Hand gel/ sanitiser available at every desk and sanitiser stations suitably scattered throughout head office</p> <p>Increase in day cleaning - temporary day janitor/ assign colleague(s) who can undertake additional cleaning duties throughout day?</p> <p>Separate PPE waste bin</p> <p>Consider office clear out to remove unnecessary items that can be touched/ contaminated</p>	Customer Experience Director / Compliance Manager	High	In place
2M Social Distancing arrangements	Preparation & Return	<p>Checkerboard seating</p> <p>Prepare draft seating / floor plan to be agreed at Board Meeting</p> <p>Close/ limit employees using internal communal spaces (kitchen, toilets, seating areas, etc)</p> <p>Liaise with Stores / IT to arrange</p> <p>Remove additional seating into storage</p> <p>Consider signage / one way system</p> <p>Reduce capacity in meeting rooms</p>	Stores / IT	High	In place
All non-essential head office visits to continue to be postponed until further notice	Return	<p>No drop in operative visits</p> <p>Continue to register staff remotely</p> <p>No training to be carried out at head office</p> <p>No non-essential maintenance visits</p> <p>No customer visits</p>	Compliance Manager / Customer Experience Director	High	In place
<b>Transport</b>					
Travel outside of peak hours where at all possible	Return	Discuss and agree what is viable and issue supporting transport policy	Compliance Manager	High	In place
Limit carpooling / or only with suitable PPE	Return		Compliance Manager	High	In place
Regular disinfectant cleaning of touch point surfaces in car	Return		Compliance Manager	High	In place
No unnecessary travel	Return		Compliance Manager	High	In place
Public transport should only take where necessary	Return		Compliance Manager	High	In place
Send out transport guidelines / policy	Preparation		HR Manager	High	In place

Ref 6. Return to work Action Plan

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## 8. RECOVERY PLAN PRACTICE AND EXERCISING

This is the plan carried out in order to practice and prepare for an emergency.

This pandemic recovery plan will be routinely tested and audited (at least annually as part of a review of JR&Co's management system). Scenarios that will introduce challenges to the recovery process will be implemented and a full mock run through should be done in order to verify that the measures and procedures in place remain appropriate and effective.

Results of testing will be provided in the scope of an internal audit and supporting documentation will be available as part of JR&Co QHSE Management System.

## 9. PLAN CHANGES OR UPDATES

These are the details regarding any changes or updates made to the PRP, version number, and history.

Version 9. 05/01/2021. – R. Elliott. Updated section 3 (key Personnel) to include reference to new Sales & Marketing Director part of pandemic board and updated section 6 (recovery plan for customers sites) to include agreed customer reinstatement timeframes of 72 hours for temporary staffing changes and minimum 4 weeks for permanent changes to allow consultation.