

30<sup>th</sup> March 2020

## SWT Ecology Services COVID-19 Policy

SWT Ecology Services is an ecological consultancy providing advice to our clients and undertaking surveys. We take the health and wellbeing of our team and our clients very seriously. In our day to day activities, we must undertake surveys to inform the reports and advice we provide to our clients. In providing our advice, we ensure that our clients are aware of their obligations in relation to relevant environmental legislation including Wildlife and Countryside Act 1981, as amended, and Conservation of Habitats and Species Regulations 2017. Our business relies on our ability to undertake surveys.

Below is SWT Ecology Service's policy for our employees in relation to Covid-19.

We follow Public Health England guidance, published 29<sup>th</sup> March 2020. The guidance is:

1. You should only leave the house for very limited purposes:
  - Shopping for basic necessities as infrequently as possible
  - One form of exercise a day, alone or with members of your household.
  - Any medical need
  - **Travelling for work purposes, but only where you cannot work from home:**
2. Each site will be assessed on a case by case basis and the Managing Director, in consultation with Surrey Wildlife Trust, will assess whether it is safe to undertake the field work.
3. A bespoke Risk Assessment Method Statement (RAMS) will be produced that identifies the control measures to reduce the risk to employees and members of the public. The RAMS will be submitted to the client for their review.
4. No public transport will be used. If teams need to work in pairs for health and safety reasons, they will travel in separate cars and remain a minimum of 2m apart at all times when undertaking the survey.
5. If using the work van, this **MUST** be disinfected before and after use.
6. If a member of the team becomes infected or displays any of the Covid-19 symptoms, Public Health England advice (below) will be followed.
7. Where possible, survey equipment will be couriered directly to the surveyor's home. If equipment stored in the office must be used, this will be disinfected before and after use.
8. All office work must be undertaken from home.
9. Surveyors must have access to this policy and the RAMS at all times (includes electronic access).
10. Surveyors will carry disinfectant (70% alcohol or more) on them at all times.
11. If the risk of contacting members of the public is high, surveyors **MUST** stay in their vehicle and safely leave the site.
12. Public welfare facilities will **NOT** be used.

### General guidance

1. The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough and/or high temperature. If you have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started. You do not need to call NHS 111 to go into self-isolation but you should refer to NHS

111 online to get advice. If your symptoms worsen during home isolation, to the extent that you cannot do simple activities like get out of bed, read a book or make a cup of tea, or you are no better after 7 days, contact NHS 111 online. If you have no internet access, you should call NHS 111. For a medical emergency dial 999.

2. Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas with other people. Use hand sanitiser if that's all you have access to.
3. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue away immediately. Then wash your hands or use a hand sanitising gel.
4. Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.

### Permission

I, Gabrielle Graham, Managing Director of SWT Ecology Services, authorise my employee to undertake field work in line with the policy above and following the bespoke Risk Assessment Method Statement (RAMS) prepared for the work.

Should you have any questions, please do get in touch with me directly on 07967 575 262.

Signed: Gabrielle Graham BSc MSc MCIEEM CEcol



Position: Managing Director

Date: 30<sup>th</sup> March 2020