

## Business Continuity Statement Coronavirus - Covid-19

On 30 January 2020, the World Health Organization (“WHO”) declared the Novel Coronavirus (now called COVID-19) a “public health emergency of international concern”. The outbreak of COVID-19 has already had a significant effect on global businesses due to shortages in the labour market and disruptions to supply chains.

The construction industry is far from immune to such effects and concerns are being raised by Clients and Contractors alike as to the commercial impact of the outbreak. We cannot simply ignore the impact of COVID-19 virus on construction projects. We would like to reassure our Clients and supply chain that it is business as usual at John Weaver Contractors Ltd. Our sites remain open and our office staff, some of who are working from home, are contactable. As an organisation, JWC will manage our own resources and work with our supply chain to ensure essential services are maintained in these unprecedented circumstances. We will continue to review services as the situation and national advice develops.

John Weaver Contractors Ltd are following and implementing best practice guidelines outlined by the Government and Public Health Wales in response to the Corona Virus (COVID-19). We are keeping regularly updated on the situation and are working hard to be prepared for all eventualities including taking steps to assist with the delay of the disease and to ensure the continuity of our business.

The wellbeing of our Employees, Clients, Supply Chain Partners, Visitors and where applicable, members of the public, remains our first priority. Included below is a summary of the protocols and arrangements that we have instigated across our whole business.

### **Our internal practical protocols include:**

1. We are encouraging Self-distancing i.e. keeping a distance of 2m between all persons whenever possible,
2. We are encouraging the regular washing of hands thoroughly with soap and water, and we have implemented a system for disinfecting shared surfaces on a regular basis.
3. We are accommodating work adjustments for our most vulnerable members of the team.
4. We are following government guidelines requiring staff to self-isolate if they have recently travelled to high risk areas of the world or if showing symptoms of the disease.
5. If any members of our team experience a new continuous cough and/or a high temperature above 37.8C they are requested to self-isolate in line with Government guidance.
6. We will monitor to oversee self-isolation periods of employees.
7. We are working with our supply chain to ensure that they have the appropriate procedures in place to ensure the continuity of their business.
8. Our employees have been asked to cancel their attendance at large scale training and business events for the next 6 weeks.
9. All company and site inductions include discussions relating to COVID-19 and signage is in place on all sites and our main offices to educate and inform employees, new starters and visitors to both offices and sites on the risks and controls in relation to COVID-19.

### **Formal Business Continuity Planning:**

John Weaver Contractors Ltd. have always implemented a robust approach to business continuity planning. A recent review has extended our continuity plan to cover the current situation in respect of managing and minimising the impact of infectious diseases (including COVID\_19). A comprehensive risk assessment underpins our planning process and it now includes specific considerations and controls in relation to COVID\_19.

Please be assured that we are risk assessing as many possible scenarios as we can. Included below are some of the business arrangements that we have available and will be instigating as required moving forward:

1. Procedures have been established requiring staff to report if they feel unwell or are absent, and to report possible infection or exposure to the virus (including following private travel to high-risk areas) or concerns involving others they have been in contact with at work.
2. Staff have been provided with the right equipment for disinfecting hands and work areas and with any additional health and safety training or support that they might need.
3. We have established resourcing strategies that can be utilised as the situation evolves such as the re-allocation of staff, the splitting of teams, the rotation of working arrangements, and the cross-training of staff who perform business-critical functions. These are to minimise the risks of disruption if large numbers of staff, or key staff, are absent.
4. We have back-up arrangements in case employees are unable to perform their roles.
5. We are making special arrangements for vulnerable employees.
6. A key part of our continuity planning approach has been the establishment of an internal Emergency Response Team (ERT). The ERT is made up of key personnel from key departments. Meetings to review our risks and plans for dealing with the virus and the effect it will have upon us and the business with key personnel and our MD will continue through the period of the coronavirus COVID-19 situation. These meetings will sometimes take place remotely to further reduce risks of cross infection.

### **What we ask of our Clients and Supply chain:**

We will regularly evaluate the potential implications for our Clients and supply chain paying specific attention to how COVID-19 will affect abilities to perform against contractual obligations (either directly or due to issues in our supply chain).

### **We are requesting that Clients support us in implementing some practical arrangements as follows:**

We are asking Clients to refrain from shaking hands and to work with us if we request to hold video or telephone meetings in place of face-to-face, wherever this is practical to do so.

When you attend our office or one of our sites, we may ask you some additional questions i.e. are or have you shown signs of symptoms related to the disease and request that you use the available hand sanitiser/ washing facilities.

**If you have a face to face meeting with a member of our team, we ask you to follow Public Health Wales guidance including:**

1. Self-distancing i.e. keeping a distance of 2m between all persons,
2. Washing your hands with soap and water often,
3. Covering your mouth and nose with a tissue when coughing and sneezing and putting it in the bin straight away,
4. Not touching your face if your hands are not clean.
5. If you have recently returned from a trip abroad, or you meet Government guidelines for self-isolation please telephone us and do not attend our offices.
6. Please do not turn up or attend our offices without a prior appointment.
7. We will be requesting additional information from our Clients when logging defects in order for us to assess the risk of exposure and transmission whilst attending properties.

We will be sharing this information with our supply chain in the interest of their health and wellbeing. We wish to reassure you that we are taking this situation very seriously. We are applying all necessary precautions and following current guidance and good practice. We will review the situation and will update this statement if and when required especially if Government guidelines change.



**Terry Edwards FCIOB**  
**Managing Director**  
**John Weaver (Contractors) Ltd**

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